

URSULINE SCHOOL
CAREERS LEAD
PERSON SPECIFICATION

Post Title: Careers Lead

Grade: ME12, points 30 – 33, currently £35,751 - £38,883 [paid pro rata]

Date: March 2023

Knowledge/understanding of:

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|---|-----------|
| • Universities and college applications | Desirable |
| • UCAS Process | Desirable |
| • Student Finance | Desirable |
| • Current developments and changes in Higher Education System | Desirable |
| • Employment and entry criteria | Desirable |
| • Apprenticeships | Desirable |

Experience of:

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| • Liaising with staff and working as part of a team | Essential |
| • Organising work shadowing placements | Desirable |
| • Interviewing students | Desirable |
| • ICT career programmes | Desirable |
| • Record keeping, monitoring and evaluation | Essential |
| • Writing reports | Essential |

Skills:

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| • ICT, Word, Excel, Email, Internet | Essential |
| • Excellent Communication Skills | Essential |
| • Initiative and self-management | Essential |

Qualities:

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| • Commitment to delivering ethos of the school | Essential |
| • Honesty | Essential |
| • Integrity | Essential |
| • Sense of Humour | Essential |
| • Team Player | Essential |

- Commitment to equal opportunities/social inclusion Essential
- Ability to work under pressure Essential
- Commitment to advancing EDI Essential
- High standards of professionalism Essential
- Commitment to CEIAG CPD Essential
- Ability to build valued relationships with stakeholders Essential