

# PANGBOURNE

— A community where you can flourish —

## CAREERS ADVISOR – PERSON SPECIFICATION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

| <b>Job Title:</b> Careers Advisor<br><b>Department:</b> Sixth Form                              |           |           |                               |
|---|-----------|-----------|-------------------------------|
| Qualifications  | Essential | Desirable | Method of assessment          |
| Level 6 Careers Advice and Guidance Diploma   | ★         |           | Application form<br>Interview |
| GCSE English and Maths or equivalent  | ★         |           |                               |
| Skills and Experience   | Essential | Desirable | Method of assessment          |
| Excellent IT skills, especially with Google suite, Microsoft Office and the use of UNIFROG      | ★         |           | Application form<br>Interview |
| High level of written English and an ability to communicate in a professional and timely manner | ★         |           | References                    |
| Excellent attention to detail and accuracy  | ★         |           | Assessment exercise           |
| Experience of working in a school environment   |           | ★         |                               |

| Personal Qualities  | Essential | Desirable | Method of assessment |
|---|-----------|-----------|----------------------|
| Capable of maintaining high standards   | ★         |           | Interview            |
| A perceptive understanding of young people and their needs and expectations                   | ★         |           | Assessment exercise  |
| Able to work under pressure   | ★         |           |                      |
| Professional, socially confident, positive, patient, resilient, kind, reliable and supportive | ★         |           |                      |
| Special requirements  | Essential | Desirable | Method of assessment |
| Promoting and safeguarding the welfare of   | ★         |           |                      |

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|   |   |  |  |
|---|---|--|--|
| children  |   |  |  |
| Compliance with Pangbourne College's Child Protection and Safeguarding Policy                           | ★ |  |  |
| Current driving licence - Pangbourne College is located in a rural setting with limited transport links | ★ |  |  |

