

PANGBOURNE

— A community where you can flourish —

CAREERS LEAD - 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.

Job Title: Careers Lead Department: Careers			
Qualifications	Essential	Desirable	Method of assessment
Level 6 Careers Advice and Guidance Diploma	★		Application form 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 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	★		