

THOMAS GAINSBOROUGH SCHOOL
PERSON SPECIFICATION: CAREERS MANAGER

PERSON PROFILE	ESSENTIAL	DESIRABLE
Education & Qualifications	Level 6 qualification in Careers	Further qualifications
Specialist Knowledge & Skills	Good administrative skills ICT competency	
Interpersonal & Communication Skills	Effective presentation skills Ability to work collaboratively Good communication skills, both written and oral Excellent interpersonal skills, with the ability to enthuse and motivate young people Excellent negotiating skills and the ability to diffuse situations	
Relevant Experience	Experience of working with young people either in a voluntary or work based situation	Experience of working in an education environment such as a school or a college
Additional Requirements	Commitment to continuous improvement Flexible approach Able to work independently and as part of a team Approachable and sensitive to the needs of others Openness and willingness to address and discuss relevant issues Self-motivating and resilient	

