



Careers Support Officer

Person specification

Criteria	Essential	Desirable
Qualifications	GCSE English and Maths at grade 4 / C or equivalent	Level 3 qualification; careers or IAG qualification
Experience	Administrative experience in an office or education setting	Experience of careers, work experience or employer liaison
Skills	Accurate record-keeping and data entry; confident with Microsoft Office and databases; clear written and spoken communication; well organised and able to meet deadlines	Experience of MIS, Compass+ or UniFrog
Knowledge	Understanding of confidentiality and data protection	Knowledge of the Gatsby Benchmarks and post-16 pathways
Personal qualities	Commitment to safeguarding; professional with students, families and employers; works well in a team	Links with local employers

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE TRUST'S
EQUAL OPPORTUNITIES POLICY**