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| **Requirements** | **Essential** | **Desirable** | **Demonstrated By** |
| **1. Qualifications & Training** | 5 GCSEs at Grade C or above including English and Maths (or equivalent) | Educated to A level/degree level (or able to demonstrate the ability to mentor students who are working/will be working at those levels)Formal ICT TrainingCareers Guidance training  | Interview/Application form  |
| **2. Experience** | Experience of working in a busy admin position  | Experience of working with 11-18 students providing careers guidance and promoting positive attitudes to learningExperience of mentoring Post 16 students  | Application Form/Interview  |
| **3. Skills** | ICT literate: Advanced level Word (including mail merge), Outlook, Powerpoint, Excel, Google docs/Google sheets and web based applicationsHighly organised, efficient and accurateExcellent communication and presentation skills  | Internet SkillsDatabase skills  | Application Form / Task  |
| **4. Knowledge** |   | Understanding of the UCAS application processKnowledge of school systemsKnowledge and previous use of SIMS  | Application form/Interview  |
| **5.Management** | Able to manage own workloadAbility to prioritiseAble to plan ahead/show initiativeAble to work independently  |   | Interview  |
| **6. Aptitude and Personal qualities** | Excellent telephone mannerReliableFriendly and approachableProfessional MannerHelpfulAble to relate well to staff, students and visitors  |   | Interview  |