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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 Training  Careers 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 learning  Experience 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 applications  Highly organised, efficient and accurate  Excellent communication and presentation skills | Internet Skills  Database skills | Application Form / Task |
| **4. Knowledge** |  | Understanding of the UCAS application process  Knowledge of school systems  Knowledge and previous use of SIMS | Application form/Interview |
| **5.Management** | Able to manage own workload  Ability to prioritise  Able to plan ahead/show initiative  Able to work independently |  | Interview |
| **6. Aptitude and Personal qualities** | Excellent telephone manner  Reliable  Friendly and approachable  Professional Manner  Helpful  Able to relate well to staff, students and visitors |  | Interview |