

Person specification

Job Title:	Department:
Work Experience Co-ordinator	Careers Team

Feature Sought	Essential Requirement	Desirable Requirement	Assessment Method
Qualifications	Academic qualifications to GCSE level and above	Qualifications at A Level or equivalent	Certificates
Experience	Administration role involving coordination of stakeholders Following policies and procedures Developing and maintaining systems and processes Building and maintaining professional networks and relationships	Role in liaising with employers supporting work placements or similar Experience working with 16-19 year olds in an education setting Line management experience	Questioning and references
Knowledge & skills	High level communication skills – able to deal with staff, students and external agencies Excellent IT skills – particularly Word, Excel, Outlook and use of databases Strong administration and record keeping skills Able to prioritise tasks and meet deadlines Accurate Able to use initiative	Experience of utilising social media in a professional context Knowledge of Gatsby Benchmarks Knowledge of health & safety, safeguarding Risk Assessment	Certificates Questioning and test
Personal Qualities	Organised Confident Flexible Team player Collaborative Calm under pressure	Sense of humour	Questioning Previous work and scenarios
Motivation & Expectations	Customer service Task orientated Positive approach to problem solving		Questioning and references