

Hendon School



PERSON SPECIFICATION

This person specification lists the qualifications, experience, knowledge, skills, abilities and personal qualities of the person required to undertake the post. It will be used by the school to assist in drawing up a shortlist of candidates for interview, and during the interview/selection process. Applicants should provide evidence to demonstrate their suitability for the position and how they meet the requirements of the person specification in the application form and any supporting statement.

Criteria	Essential	Desirable	Assessed by
Education/Qualifications	Educated to at least level 3, including GCSE English and Maths at grade 5/ C (equivalent) or above	Career qualification or experience	Application
Knowledge, Skills and experience	Excellent organisational skills Excellent communication skills Excellent ICT skills, including use of Microsoft, Excel, Word Ability to effectively manage several activities at any one time.	Events administration / project management experience. Understanding of careers education in schools Knowledge of national careers legislation	Application / Interview / Task
Personal Qualities	Interest in Careers development Able to meet deadlines Able to work collaboratively Self-motivated, enthusiastic and able to use own initiative Remains calm under pressure Commitment to own learning and continuous improvement.		Application / Interview / Task
Other requirements	Right to work in the UK Commitment to equality of opportunity and the safeguarding and welfare of all students Willingness to undertake training This post is subject to an enhanced DBS check		Application/ Interview