

# Stratford-upon-Avon School

## Person Specification

### Careers and Work Experience Administrator October 2025

Please read this Person Specification carefully as it will be used to assess candidates as part of the short list and selection process. The recruiting team will be looking for candidates who most closely match the following:

	Essential	Desirable	Evidence base
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Good standard of general education</li> </ul>	<ul style="list-style-type: none"> <li>GCSE A*-C / 9-4 or equivalent in Maths and English Language.</li> <li>Further qualifications relating to the nature of the post.</li> </ul>	Application form.
<b>Skills and Experience</b>	<ul style="list-style-type: none"> <li>Computer literate with proven IT skills.</li> <li>Experience of dealing with confidential information.</li> <li>Ability to communicate effectively with a diverse range of people at all ages and levels, verbally and in writing.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of a similar role.</li> <li>Experience of working with young people.</li> </ul>	Application, references and selection process.
<b>Key competencies and aptitudes</b>	<ul style="list-style-type: none"> <li>Good written communication and interpersonal skills.</li> <li>A proactive and detail-oriented approach to tasks.</li> <li>Ability to work alone with initiative, as well as part of a team.</li> <li>Friendly and approachable manner.</li> <li>Enthusiasm for working with young people.</li> </ul>	<ul style="list-style-type: none"> <li>Full clean driving licence.</li> </ul>	Application, references and selection process.
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Good knowledge of Microsoft Office Suite.</li> </ul>	<ul style="list-style-type: none"> <li>An understanding of Higher Education, Apprenticeships and the Further Education sector.</li> <li>Knowledge of Unifrog, Compass+ and other careers related platforms.</li> <li>Some understanding of secondary school curriculum.</li> </ul>	Application, references and selection process.
<b>Other information</b>	<ul style="list-style-type: none"> <li>Displays commitment to the protection and safeguarding of children and young people.</li> <li>Post subject to Enhanced DBS Disclosure.</li> <li>Share the ethos of the school.</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to co-ordinate and take part in whole school activities.</li> </ul>	Application, references and selection process.

The school is committed to safeguarding and promoting the welfare of the children and young people and expects all staff and volunteers to share this commitment