

# Stratford upon Avon School

## Careers Adviser

### Person Specification May 2026

Please read this Person Specification carefully as it will be used to assess candidates as part of the short listing 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>• A good general education, including a minimum GCSE 4/C, or equivalent, in English and Mathematics</li> <li>• A careers guidance qualification at Level 6 (or at Level 4 working towards Level 6)</li> </ul>	<ul style="list-style-type: none"> <li>• Applicants without a Level 6 careers guidance qualification will be considered if they hold Level 4 and are committed to achieving the Level 6.</li> </ul>	Application form.
<b>Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with young people (individuals and/or groups)</li> <li>• Knowledge of the various pathways to further and higher education, training and employment</li> <li>• Proven track record in achieving targets and service demands</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in a school, college or work-based learning provider</li> <li>• Previous experience working in the Careers Education &amp; Guidance sector</li> <li>• Experience of liaising with parents and external services</li> </ul>	Application, references and selection process.
<b>Key competencies and aptitudes</b>	<ul style="list-style-type: none"> <li>• Ability to engage and enthuse young people of all abilities and attitudes</li> <li>• Maintain high professional and personal standards</li> <li>• Excellent communication skills</li> <li>• Commitment to own professional development</li> <li>• Be a proficient user of Microsoft Office</li> <li>• Enthusiasm, willingness and flexibility</li> <li>• Discretion and professional understanding of confidentiality</li> <li>• Ability to think quickly and work calmly and politely, including when under pressure</li> <li>• Initiative, common sense and patience</li> </ul>	<ul style="list-style-type: none"> <li>• UK driving licence.</li> </ul>	Application, references and selection process.
<b>Professional development</b>	<ul style="list-style-type: none"> <li>• Evidence of involvement in appropriate professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• Planned involvement in a range of professional activities.</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>• Shares the ethos of the School and Department.</li> <li>• Post subject to Enhanced DBS check</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.