

Person Specification CEIAG Manager

Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

1	Minimum of three A Levels, completed and passed, or equivalent
2	Competent ICT skills
3	Ability to prioritise and meet deadlines
4	Ability to organise own time and workload
5	Experience of working within an education context delivering careers advice
6	Effective administrative skills
7	Ability to lead and work as a member of a team, cooperating with others in order to deliver on agreed objectives

Desirable

8	An Honours Undergraduate Degree, or equivalent.
9	Level 6 CDI Certificate in Careers Leadership or Career Guidance.
10	Willingness to undertake further training and gain further qualifications in order to develop knowledge, understanding and skills (e.g. Level 6 CDI Certificate in Careers Leadership)

Part B: Assessment Stage

Items 1 to 9 of the application stage criteria and the criteria below will be further explored at the assessment stage:

Essential

1	Leadership and Management Experience
2	Excellent written and oral communication skills, giving and receiving information effectively and an ability to confidentially and articulately communicate with internal staff and external organisations
3	Ability to handle difficult and challenging situations in a professional manner
4	Ability to deal with sensitive issues
5	Ability to be flexible within ever changing work priorities
6	Willing to develop skills by undertaking further training as required
7	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none"> ▪ motivation to work with children and young people ▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people ▪ emotional resilience in working with challenging behaviours ▪ attitude to use of authority and maintaining discipline.
8	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

The following methods of assessment will be used:

Method		Method	
Interview	Yes	Task	Yes

Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced Certificate of Disclosure from the Disclosure and Barring Service
2	Additional criminal record checks if applicant has lived outside the UK
3	Barred List check
4	Medical clearance
5	Two references from current and previous employers (or education establishment if applicant not in employment)