



Careers Administrator		Essential	Desirable
Knowledge & Qualifications:	Have qualifications in English/literacy and Mathematics/numeracy equivalent to at least Level 2 of the National Qualifications Framework	✓	
	Ability to use common IT software (Microsoft Office, etc.)	✓	
	Experience of the SIMS software package		✓
	Experience in Careers Education and Guidance		✓
	Good organisational skills	✓	
	Experience of working in a school environment		✓
Abilities & Experience	Excellent time management and organisational skills	✓	
	Able to prioritise tasks and act under pressure	✓	
	Excellent verbal/telephone and written communication skills	✓	
	Excellent communication skills and interpersonal skills	✓	
	Experience working with a busy, diverse environment	✓	
	Excellent interpersonal skills	✓	
	Ability to work within a team working environment and also able to work independently	✓	
	Experience working with children		✓
Personal Qualities	Calm under pressure, adaptable and energetic	✓	
	A caring and positive attitude	✓	
	A good listener and sensitive to students' needs	✓	
	A sense of responsibility	✓	
	Able to maintain strict confidentiality	✓	
	Flexibility and use of initiative	✓	
	A good sense of humour	✓	

The Emmbrook School is committed to safeguarding the welfare of its students and expects all staff to share this commitment. The successful applicant will be required to obtain an Enhanced DBS Check.