

# The Oldershaw School

## Employee Specification Form

Post Number	
Job Title	Careers Advisor
Department	Operations
Prepared by and date	A Jackson – August 2025

**Important - Study "Explanatory Notes" printed overleaf before completing form**

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
<b>Qualifications</b> <ul style="list-style-type: none"> <li>A degree or equivalent professional qualification</li> <li>CEIAG qualification or working towards it</li> </ul>	A/I	<ul style="list-style-type: none"> <li>Evidence of Continuous Professional Development</li> </ul>	A
<b>Experience</b> <ul style="list-style-type: none"> <li>To have relevant experience and knowledge of working with children and young people in an educational setting</li> <li>To have an understanding of inclusion, especially within a school setting</li> <li>Knowledge of national curriculum requirements and ability to successfully use assessment data to inform career guidance</li> <li>Understanding and use of a range of data to inform planning and underpin individual student guidance</li> </ul>	A/I A/I A/I A/I		
<b>Knowledge and skills</b> <ul style="list-style-type: none"> <li>Knowledge of Gatsby Benchmark</li> <li>Ability to build and maintain successful relationships with students, parents, staff, businesses and the community</li> <li>Organised</li> <li>Excellent communicator</li> <li>Able to motivate and inspire students to reach their career goals</li> <li>Ability to prepare and present powerpoints to groups of students in assembly</li> <li>Knowledge of educational pathways, training &amp; employment opportunities</li> </ul>	A/I A/I A/I A/I A/I A/I A/I	<ul style="list-style-type: none"> <li>Understanding of safeguarding/child protection</li> <li>Qualified First Aider</li> <li>Good IT skills</li> </ul>	A/I
<b>Special Requirements</b> <ul style="list-style-type: none"> <li>Have excellent attendance</li> <li>High level of commitment</li> <li>Enhanced DBS required</li> <li>Flexible, energetic, determined</li> <li>High expectations of self and students</li> </ul>	A/I A/I A/I		

# Employee Specification Form

These notes should be studied carefully before completing the form overleaf.

List the personal attributes required to fulfil the duties listed in the job description.

They must be:

- set at a level appropriate to the work to be done and *not* higher than necessary
- stated clearly and specifically
- entirely job related

## Essential or Desirable

- Essential

Those requirements without which a candidate would be simply unable to do the job.

*Any candidate who does not meet the essential requirements must be rejected.*

Examples could be the possession of current driving licence or relevant qualification.

- Desirable

Those requirements which are desirable, but not essential.

A candidate should not be rejected for failing to meet any single desirable requirement.

Examples for certain jobs could be local government experience or knowledge of new technology.

## Personal Attributes

- Qualifications

What qualifications, if any, should the postholder possess?

To what level

- Experience

What experience, if any, is relevant?

- Knowledge and Skills

Is there any knowledge (other than that covered by qualifications listed) or skills which are relevant? What should the postholder be able to do?

Do not list attributes which cannot be measured, eg “pleasant personality”, “flexible outlook”. Identify only what the postholder needs to do that requires him/her to be pleasant and flexible. Is it that the person needs to communicate effectively with callers (pleasant) or will need to work flexible hours (flexible).

Try to specify the levels of skills that are required, eg if numeracy is specified as a requirement, you should indicate the levels of skill, ie keeping records of petty cash or able to control and monitor substantial budgets.

- Special Requirements

Are there any conditions of service which differ from the norm and with which the postholder must comply? eg live-in requirements, flexible working hours, weekend working.

## Stage Identified

Indicate at which stage in the selection process the personal attribute is to be identified, eg application form, interview, tests, references, etc