

SPECIFICATION	ESSENTIAL	DESIRABLE
KNOWLEDGE/QUALIFICATIONS	<ul style="list-style-type: none"> • Good honours degree • Knowledge of Careers with particular reference to Higher Education • A professional qualification in Careers Education and Guidance 	<ul style="list-style-type: none"> • Ability to demonstrate up-to-date knowledge of Higher Education issues • Knowledge of key issues in the post-16 sector and a commitment to improving student achievement
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> • Record of delivery of successful Careers education and guidance • Experience of managing and delivering HE applications • Experience of working with outside agencies • Experience of co-ordinating work experience and community placements 	<ul style="list-style-type: none"> • Experience of working with students applying to Oxford and Cambridge and for courses in Medicine, Veterinary Science and Dentistry.
SKILLS/APTITUDES	<ul style="list-style-type: none"> • Ability to relate to 16-19 year olds and their parents • Good organisational and planning ability • Good communication and interpersonal skills • Ability to lead and manage a team • Good I.T. skills and a commitment to their application in the area • Ability to work under pressure 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Commitment to undergo further training and development as appropriate • Sense of humour, flexibility and enthusiasm • Commitment to achieving high standards • Ability to contribute to whole College strategic planning and review 	<ul style="list-style-type: none"> • Record of personal and professional development