



Carlton le Willows
Academy

Person Specification – Student Adviser

Criteria	Essential	Desirable	How Identified
Experience	<ul style="list-style-type: none">• Five GCSEs at Grade C or equivalent	<ul style="list-style-type: none">• Working in a school/formal education setting• Knowledge of Health & Safety legislation	Application form
Qualifications and Knowledge	<ul style="list-style-type: none">• Ability to command respect and act with authority• Strong customer service orientation• Understanding of confidentiality• Ability to work on own initiative and as part of a team• Good interpersonal skills• Administrative skills		Application form Interview References
Other Requirements	<ul style="list-style-type: none">• Flexible working patterns		Application form Interview References