

## COWLEY INTERNATIONAL COLLEGE

### PERSON SPECIFICATION: WORK RELATED LEARNING MENTOR

CRITERIA	ESSENTIAL	DESIRABLE	Where Measured
Knowledge	Policies/codes of practice/legislation relating to: <ul style="list-style-type: none"> <li>• health and safety</li> <li>• work experience</li> <li>• careers information, advice and guidance</li> </ul> IT and MS Office packages		Application Interview
Skills	Event management skills Good written communication, organisational and record keeping skills Ability to develop effective relationships with employers and industry through a professional approach to work Flexible but firm approach to supporting students Excellent numeracy/literacy skills		Application Interview
Experience	Working within an educational setting Offering Careers information, advice and guidance	Working within an 11-18 school/college environment	Application Interview
Qualifications	Excellent literacy and numeracy skills	NVQ Level 3 or above in a relevant discipline	Application
Other	Current driving licence and access to a vehicle		Application

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Circumstances			Interview