



The Schelwood Trust

**Herschel Grammar/Beechwood School  
Curriculum Support Officer Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
Educated to a good standard of education.	√	
First degree or equivalent		√
<b>Experience</b>		
Evidence of successful organisational and administrative skills.	√	
Effective and efficient use of ICT to enhance teaching and learning.	√	
<b>Skills</b>		
Effective interpersonal skills.	√	
Effective communication skills.	√	
Ability to meet deadlines.	√	
<b>Personal Attributes</b>		
Professional integrity and honesty.	√	
A commitment to a team ethos.	√	
Good interpersonal skills.	√	
A sense of humour and a can-do attitude.	√	
Empathy for students, parents, staff and the community.	√	
Confidence, tenacity, flexibility and adaptability.	√	
Commitment to maintaining the caring and supportive ethos of the school.	√	
Willingness to 'go' the extra mile.	√	
<b>In Service Training</b>		
Able to demonstrate commitment to improvement through a variety of means – personal reflection, departmental development time, whole school training and attending relevant courses.	√	
<b>Diversity and Equality</b>		
Commitment to and promoting diversity, equality and inclusion within the organisation.	√	
<b>Safeguarding</b>		
Commitment to promoting and safeguarding the welfare of children and young people.	√	
Satisfactory Enhanced DBS clearance	√	