



The Harvey Grammar School

Learning Support Manager

Person Specification

We are seeking to appoint a person who has the following skills/knowledge:-

- The ability to work with students from a wide range of backgrounds and abilities
- A friendly and approachable manner
- Good written and oral communication skills
- Proven organisational skills
- Knowledge, understanding and competence in ICT
- The ability to develop a good working relationship with a wide range of people
- The ability to work on own initiative and collaboratively as part of a team
- The ability to work flexibly and supportively
- The ability to undertake routine tasks with care and accuracy
- Enthusiasm, imagination and self-motivation
- The ability to adapt quickly and effectively to changing situations
- The ability to work at all times with complete confidentiality