These schools are committed to safeguarding and promoting the welfare of children and expect all staff and to share this commitment.

The successful candidate will be subject to necessary pre-employment checks, including: an enhanced DBS; Childcare Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work. All applicants will be required to provide two suitable references.
Application forms are available in large print, Braille or on audio tape on request. Please contact the Schools HR Recruitment Team on 0121 464 2144.

Birmingham City Council is a Living Wage Employer
Where BCC is the employer; the minimum pay with the Living Wage enhancement is £8.45 per hour

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“We positively welcome applications from everyone and value diversity in our workforce”

In locally managed schools the salaries of all teachers are determined by the Governing Body under the terms of their whole school pay policy.
## ADMINISTRATION & FINANCE

### School Business Manager
- **Salary**: £26,470 - £33,136 pro rata
- **Hours per week**: Negotiable, term time only
- **Contract Type**: Permanent
- **REACH SCHOOL**, 9 High Street, Moseley and Kings Heath, Birmingham, B14 7BB
- **Telephone Number**: 0121 6758 989, **Email Address**: caroline.regan@reachschool.co.uk

The vision for REACH School, an alternative provision school, has grown out of our determination to prevent any of our young people failing to access and succeed in their mainstream settings.

We are seeking to appoint a School Business Manager who is profoundly committed to inclusion, to join our school.

This role will work as part of the extended leadership team and lead the business management to meet new challenges and drive improvements.

Key responsibilities of this role will include the leadership of all business management functions such as finance, HR and premises. We invite candidates from a range of professional backgrounds, who can demonstrate the ability to operate strategically, communicate effectively and who will share our passion for education. You will need to have experience in financial management in an education/school setting and experience of managing HR, health and safety and school premises.

**Closing Date**: 25/02/2019, 9.00 am

You can download an application pack from REACH School website or by clicking [here](#).

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### Senior Office Manager
- **Salary**: £26,470 - £33,136 pro rata
- **Hours per week**: 36:50, term time only
- **Contract Type**: Permanent
- **Uffculme School**, Yew Tree Road, Moseley and Kings Heath, Birmingham, B13 8QG,
- **Telephone Number**: 0121 464 9634, **Email Address**: r.marston@uffculme.bham.sch.uk

Uffculme School is looking for an experienced administrator who is able to lead and manage its administration team across three sites as well as supporting the Headteacher in the role of personal assistant.

This is a busy and varied role, but one which provides an opportunity for an outstanding candidate to not just manage but lead aspects of the school’s administration functions. The successful candidate will co-ordinate the core administration function within the school, while also anticipating and planning for the many demands of school life.

You will also be a strong communicator, acting as a liaison between students, staff and parents. A high level of tact and diplomacy, and the ability to stay calm in a crisis, is also required in the role, as the appointed post holder will be privy to a large amount of confidential information.

Uffculme School offers co-education for children and young people of the ages 3 to 19 years from all parts of the city.
Our students represent the wide cultural mix that makes up the general population of Birmingham. We are a successful school with a long and proven track record of providing high quality education for young people with a primary diagnosis of ASD. We currently cater for around 200 children over three sites.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Closing Date: 07/02/2019
Closing Time: 12:00

How to apply: The application pack can be downloaded from our website. If you would like a pack sent to you, please telephone the school office.

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Finance Administrator / Senior Secretary
£19,819 - £25,463 pro rata
36.5 hours, term time only – Permanent
Working hours Tue-Thurs 8.30 - 4.15, Monday & Friday 8.15-4.15
Paganel Primary School, Swinford Road, Selly Oak, Birmingham, B29 5TG
Tel: 0121 464 5040, Website: www.paganelschool.com

We are seeking a highly motivated and enthusiastic person to join our school office team. Previous experience of working within a school is essential and a working knowledge of SIMS/FMS would be desirable. The successful candidate will need to have the resilience and enthusiasm to deliver results in a fast paced environment.

The successful candidate will:-
• Demonstrate a good level of ICT skills
• Be resilient, flexible and demonstrate an ability to work well under pressure, producing work to a high standard
• Be methodical, well organised and accurate
  • Manage time effectively
• Be willing to work within organisational procedures and processes
• Professionally communicate with both internal and external stakeholders
• Work collaboratively and supportively with colleagues within the school
  • Work as an effective member of a team
• Complete other tasks that are commensurate with the role
  • Have experience of SIMS/FMS
• Have previous experience of working within an administrative role in a school

Duties will include:-
• Processing orders/invoices - FMS
  • Admissions
  • General administration
  • Data entry – SIMS
• Communication with all stakeholders via text/email/letters/phone/face to face
  • Website updating

You are welcome to visit the school. Please telephone in advance to arrange an appointment.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.
Application forms, person specification and job description are available from the school website, CVs are not accepted. Candidates must meet all requirements of the person specification. Completed applications should be returned to the school or via Email to j.clapham@paganelschool.net Email Address: j.clapham@paganelschool.net Telephone Number: 0121 464 5040
For reasons of economy if you have not had a response to your application, please assume on this occasion your application has not been successful.

Administrator/Reception Assistant
Band C £17,391 - £21,693, actual salary after pro-rata: £14,842 - £18,514
Hours per week: 37 hours per week, term time only
Contract Type: Permanent
Lyndon School, Daylesford Road, Solihull, B92 8EJ, Telephone Number: 0121 743 3402, Email Address: recruitment@ninestiles.org.uk
Join our friendly, thriving and supportive staff team at Lyndon, and you will be in a school where (as reported by OfSTED) ‘Leaders know their school well....their actions to improve the school are effective. Leaders think carefully about pupils’ welfare, take an innovative approach to make sure that they support pupils effectively, (and) have designed a coherent and broad curriculum...as a result, pupils’ progress at key stage 3 is strong’.
Lyndon is part of Summit Learning Trust comprising Lyndon itself, Ninestiles School, Cockshut Hill School, four primary schools and the Sixth Form College Solihull. The leadership team of Lyndon is progressive and has the vision, drive and support to lead the school on a journey of excellence, with staff that have a passion for teaching and learning. We believe in working collaboratively, sharing ideas and supporting each other to achieve great things.

Here at Lyndon we aim to create opportunities and support achievement for our students and staff alike. Right now, we are seeking a motivated, flexible and enthusiastic Administrator/Reception Assistant to work as part of our dedicated Administration Team, and who is committed to supporting our high standards of learning and teaching for our students as well as creating a nurturing environment within which everyone can reach their full potential.

Why work for us?
The Trust offers:
• Leadership development opportunities
• High quality training and support
• Opportunities to work across a number of schools
• Employee assistance programme
• Employee discount schemes

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.
Closing Date: 01/02/2019
Closing Time: 12:00

For an application pack and further information about all our vacancies please visit the trust website: www.ninestilesacademytrust.org.uk/category/nat-vacancies/
Receptionist

£17,007 - £19,446 pro rata

Hours per week: 32.5, term time only

Contract Type: Permanent

ALLENS CROFT PRIMARY SCHOOL, Allens Croft Road, Kings Heath, Birmingham, B14 6RP

Telephone Number: 0121 675 2611

Start Date: As soon as possible

We are looking to appoint a well organised, reliable and enthusiastic individual for this post. Previous experience of working in a school is essential and a working knowledge of SIMS would be desirable. The role will work as part of the larger admin support team carrying out reception and general administrative tasks.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Closing Date: 01/02/2019, 12:00 noon

Application packs are available from the school website: www.allcroft.bham.sch.uk or by emailing: v.kelly@allcroft.bham.sch.uk

Assistant Building Services Supervisor (Casual Facilities Assistant)

£17,007 - £19,446

Hours per week: 0

Work Pattern: All year round

Contract Type: Casual, weekends and/or evenings

HODGE HILL COLLEGE, Bromford Road, Birmingham, B36 8HB

Email Address: recruitment@hodgehill.bham.sch.uk, Telephone Number: 0121 783 7807

Hodge Hill College requires a conscientious Sports Facilities Attendant for security and safety of extended sports facilities bookings outside of school hours. You will be responsible for the newly built All weather football pitch, changing facilities and gyms for all users; controlling access, opening and locking up, managing timings, maintaining sports equipment and keeping all areas safe, clean and tidy. You will be conscientious and diligent in your work, and a confident communicator. The role includes some lone working and outdoors in inclement weather; and is dependant on revenue from external services. As first level support for users of the AWP, you will be the ambassador for the school, excellent customer service is essential. A flexible attitude to work is required, and sport related qualification is desirable. You must have basic, literacy and numeracy skills.

The post involves covering weekend opening and evenings for lettings

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for the role.

Hodge Hill College is an equal opportunities employer.

Closing Date: 03/02/2019, 12:00
For further information and an application form, please visit our website:
http://www.hodgehill.bham.sch.uk/Vacancies/ or alternatively email:
recruitment@hodgehill.bham.sch.uk

Building Services Manager
£19,819 - £25,463 pro rata
Hours per week: 25:00, all year round
Contract Type: Permanent
OSBORNE PRIMARY SCHOOL, Osborne Road, Erdington, Birmingham, B23 6TY
Email Address: vacancy@osborne-pri.bham.sch.uk, Telephone Number: 0121 464 3346

Start Date: March

Would you like to be part of a thriving school community, dedicated to providing the best possible opportunities for all its pupils?
An exciting opportunity has arisen for a Building Services Manager to join Osborne Primary School. We are a well-established community school, looking to appoint a highly motivated, committed and organised BSM

The successful candidate will:
• be friendly, approachable and positive
• have the ability to work well with others as part of a team, whilst also using their own initiative
• take pride in their work, maintaining and improving the condition and upkeep of the school buildings and grounds and undertaking janitorial and cleaning work
• maintain the security of the school’s buildings and grounds, ensuring health and safety is maintained at all times
• have the ability to undertake and plan repairs and general maintenance to a high standard, keeping relevant records up to date
• use their initiative to problem solve and seek solutions, being self-motivated and able to work under pressure
• be able to build effective relationships with staff, pupils, visitors and the wider school community, working within the school’s policies and procedures in line with Health and Safety Regulations, risk management, site security and compliance with safeguarding

We can offer you:
• Happy, well behaved pupils
• A dedicated, friendly and enthusiastic team
• Supportive governors
• A positive, inspiring learning environment
• Opportunity to be part of an expanding, successful school
• Bespoke professional development opportunities

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Closing Date: 04/02/2019, 17:00

An application pack is available from: vacancy@osborne-pri.bham.sch.uk and all applications should be returned to the same email address.
Cleaner
£16,394 - £16,863 pro rata
Hours per week: 12.30 - Monday to Friday, 3.15pm to 5.45 pm
Work Pattern: All year round
Contract Type: Permanent

KING EDWARD VI HANDSWORTH WOOD GIRLS' ACADEMY, Church Lane, Handsworth, Birmingham, B20 2HL, Tel No: 0121 554 8122, Email Address: recruitment@hwga.org.uk

Start Date: As soon as possible

We are looking for an experienced cleaner to join our site team to ensure that our staff and pupils are provided with a meticulously clean working and learning environment. Duties will include dusting, polishing, vacuuming, mopping/sweeping using the specified materials and mechanical cleaning aids and other cleaning duties as necessary to meet the site daily cleaning schedule.

In return for an eye for detail and a willingness to work hard, we offer a friendly working environment with opportunities to develop professionally through our Performance Management and CPD programme.

The successful candidate will have the ability to work unsupervised or as part of a team. This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Closing Date: 08/02/2019, 3.30 pm

Further details and application form available on the Vacancies tab on the academy website: www.hwga.org.uk. Applications to be returned to: recruitment@hwga.org.uk

Catering Manager
£26,470 - £33,135 pro rata (£17,754 actual starting salary)
Hours per week: 28, term time only
Contract Type: Permanent

Parkfield Community School, Parkfield Road, Birmingham, B8 3AX,
Telephone Number: 0121 464 1131, Email Address: n.harrold@excelsiormat.co.uk

“Pupils flourish socially and academically and make outstanding progress.”
Ofsted May 2016.

Parkfield Community School is part of Excelsior Multi Academy Trust (MAT) and is a unique, innovative and friendly school, where all staff are valued and supported in their personal and professional development within a nurturing environment. We are a Rights Respecting Level 2 school and we actively promote the Equality Act 2010. Many of our staff are outstanding practitioners, partly due to the excellent professional development programme on offer at Parkfield School but also due to the support and strength offered through the MAT. We provide outstanding educational provision in a richly diverse area of the city.

At Parkfield Community School we have:
• A Maths Academy - Centre of Excellence for approach to Maths Mastery;
• An Onsite Professional Development Centre – Providing a range of high-quality courses;
We are looking for a Catering Manager to oversee the successful running of the catering services at Parkfield Community School. Specifically:

- To ensure that the service provided exceeds the required standards for food safety, nutritional values, portion control and healthy eating.
- To manage the budget specific to catering, to ensure that pupils and staff receive value for money.
- Manage, plan and co-ordinate all activities that require the involvement or provision of catering services.
  - To lead in the cooking and preparation of school meals.
  - Have the responsibility for the day to day management of kitchen staff.
  - To work with the gardener to ensure what we grow is what we eat.
  - Have responsibility for ordering catering supplies as required.
- Organise tasting sessions for parents to demonstrate new dishes which have been included on the menu.

Closing Date: 08/02/2019, 17:00

To apply please complete an application form and email to: n.harrold@excelsiormat.co.uk
You can download the application pack here.

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**Deputy Catering Manager**

£16,123 - £19,121 pro rata (£10,814 actual starting salary)

Hours per week: 28, term time only

Contract Type: Permanent

Parkfield Community School, Parkfield Road, Birmingham, B8 3AX,

Telephone Number: 0121 464 1131, Email Address: n.harrold@excelsiormat.co.uk

“Pupils flourish socially and academically and make outstanding progress.”

Ofsted May 2016.

Parkfield Community School is part of Excelsior Multi Academy Trust (MAT) and is a unique, innovative and friendly school, where all staff are valued and supported in their personal and professional development within a nurturing environment. We are a Rights Respecting Level 2 school and we actively promote the Equality Act 2010. Many of our staff are outstanding practitioners, partly due to the excellent professional development programme on offer at Parkfield School but also due to the support and strength offered through the MAT. We provide outstanding educational provision in a richly diverse area of the city.

At Parkfield Community School we have:

- A Maths Academy - Centre of Excellence for approach to Maths Mastery;
- An Onsite Professional Development Centre – Providing a range of high-quality courses;
- Young Engineers Academy - Exploration of AutoCAD, robotics and problem-solving and a teacher who specifically leads these sessions;
- A Teacher Coach – Coaching in moving from good to outstanding;
- Excellent computing facilities – iPads, Macs, TV studio and radio station;
• High Class CPD available with credits towards a Masters degree.

We are looking for a Deputy Catering Manager to assist the Catering Managing in overseeing the successful running of the catering services at Parkfield Community School. Specifically:
• To prepare, cook and present food which meets the schools standards and according to the Catering Managers direction
• To assist the Catering Manager in the day to day management of kitchen staff
• To assist the Catering Manager with ordering catering supplies as and when required
• To assist the catering manager in ensuring that a high standard of service is provided

Closing Date: 08/02/2019, 17:00
To apply please complete an application form and submit to: n.harrold@excelsiormat.co.uk
You can download the application pack here.

OTHER SUPPORT ROLES

Learning Mentor
£19,819 - £25,463 pro rata
Hours per week: 32.2, term time only
Contract Type: Permanent

HEATH MOUNT PRIMARY SCHOOL, Knutsford Street, Birmingham, B12 9SR
Email Address: enquiry@heathmount.bham.sch.uk, Telephone Number: 0121 464 1691

The Head Teacher of Heath Mount Primary is seeking to appoint an enthusiastic, hard-working and committed Learning Mentor that can provide a complementary service to that given by existing teachers and pastoral staff in school, addressing the needs of children who need help to overcome barriers to learning both inside and outside the school, in order to achieve their full potential.

The post includes classroom and playground support, lunchtime play lead and assisting with the physical care of pupils as and when required. You should have excellent communication and written skills with high expectations of learning and behaviour.

Heath Mount primary is a two form entry school with a supportive and dedicated Staff team.

The successful candidate would need to:
• have patience and tolerance for the diverse needs of children
• have excellent communication skills
• have enthusiasm, flexibility and a willingness to go the extra mile
• work as part of a team and understand the importance of being approachable

We will offer you:
• A caring and happy environment
• The opportunity to work with wonderful children who want to learn
• Quality CPD

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role. Candidates must meet all requirements of the person specification.

Closing Date: 01/02/2019, 17:00
For further details and an application pack please email: enquiry@heathmount.bham.sch.uk
Informal visits to the school are highly recommended. Please contact the school office on 0121 464 1691 to make an appointment.

Bursar
£26,470 - £33,136 pro rata
Hours per week: 28:00, term time only
Contract Type: Permanent
GUNTER PRIMARY SCHOOL, Gunter Road, Birmingham, B24 0RU
Email Address: a.dodwell@gunter.bham.sch.uk Tel No: 0121 464 2367
This is an exciting opportunity to join Gunter Primary, a well-established, one form entry community school rated GOOD by Ofsted in 2017. We are seeking to appoint a highly organised and proactive Bursar to support our school in its drive for continuous improvement and achieve our mission to ‘Strive for Excellence’.

The successful candidate will have:

• Strategic leadership and management experience in HR, Facilities Management, IT and Health and Safety.
• An excellent understanding of finances, preferably in a school/academy setting.
• Relevant experience and proven personal impact within current or previous role
• The ability to lead by example, remain calm under pressure and to use own initiative
  • Outstanding IT skills
  • High expectations of both themselves and others
• Commitment to their own continued professional development.
• Excellent inter-personal skills, demonstrating professionalism at all times, and building and maintaining positive relationships with a variety of stakeholders.

We can offer you:

• Dedicated, friendly and enthusiastic staff in an established team
  • Supportive governors
  • A positive working environment
• Opportunities for your Continued Professional Development through our membership of the Erdington Schools Collaboration
Visits to the school are welcomed

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Closing Date: 05/02/2019, 12:00
Please contact Ann Dodwell via the school office on 464 2367 or a.dodwell@gunter.bham.sch.uk for an appointment to visit us, or to request an application pack.

Cover Administrator/Supervisor
£19,819 rising to £25,463
(Actual salary is £17,334 rising to £22,784)
Hours per week: 36.5, term time only - 7.30am to 3.30pm
Hillcrest School seek to appoint an enthusiastic, friendly, proactive team player to join our busy administration team. The focus of this role is in two parts:-

1) To manage the administration of staff absence on a daily basis.

2) To supervise whole classes during the short term absence of the class teacher.

The successful candidate will have excellent administration, communication and IT Skills (including excel and database) and will need to be flexible, organised and have the ability to work to tight deadlines.

The ability to start work every morning at 7.30am is essential.

Visits to the school are welcome. Please contact the school on 0121 464 3172 to arrange an appointment.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Closing Date: 01/02/2019, 4pm

Interviews to be held on: Wednesday 13th February 2019

Please visit our website for further information and an application form: www.hillcrest.bham.sch.uk/vacancies

Birmingham City Council application forms and CV’s are not accepted. Please use Hillcrest School’s application form on the school website.

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Learning Mentor

Salary negotiable

Hours per week: 37.5, term time only

Contract Type: Permanent

TWICKENHAM PRIMARY SCHOOL, Twickenham Road, Birmingham, B44 0NR

Telephone Number: 0121 675 6840, Email Address: p.slack@twickenhamprimary.co.uk

At Twickenham Primary School, we are looking to employ a full-time Learning mentor to offer support and guidance to pupils who experience difficulties with their learning. As a mentor, you would work closely with pupils who are struggling with social, emotional or behavioural problems that affect their ability to learn. You will work alongside teachers and other staff, working out the needs of children who require help and how to overcome barriers that are preventing them from achieving their full potential. An experience of counselling and working with vulnerable and challenging children would be highly advantageous.

Your tasks are likely to include:

• Liaising with staff to identify children who would benefit from mentoring
• Helping children who are under-performing in school, either on a one-to-one basis outside the classroom or within lessons implementing strategies and supporting learners in self-esteem and confidence-building activities
• Listening to learners and helping them resolve a range of issues that are creating barriers to their learning
• Drawing up agreed action plans with children, outlining the aims of the mentoring, and monitoring their progress monitoring attendance and punctuality of pupils
• Visiting parents at home to discuss issues, and running group sessions and workshops for parents at school
• Advising parents on behaviour strategies and parenting skills
• Liaising with relevant professionals and individuals, e.g. educational psychologists, the police and social services
• Organising drop-in 'offload' sessions, where pupils can discuss particular issues

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Closing Date: 31/01/2019, 9.00am
To request an application form please email: p.slack@twickenhamprimary.co.uk

HR Business Partner
Salary up to £25,222 (Grade 5 pro rata of £34,106 - £41,846)
Hours per week: 22 hours per week, All year round
Contract Type: Permanent
SUMMIT LEARNING TRUST, Ninestiles School, Hartfield Crescent, Acocks Green, Birmingham, B27 7QG, Telephone Number: 0121 628 1311,
Email Address: recruitment@ninestiles.org.uk

We are seeking to appoint a HR professional to join a busy team who have the responsibility in supporting and advising schools and 6th Form. This is a varied and interesting role, and you would be joining the team at a critical time as we expand and continue to develop our services in the delivery of the Trust’s HR core offer.

Whilst you will be based in the Trust Office which is at the Ninestiles School, an Academy, you will also be travelling to local schools and 6th Form in the delivery of the HR service. If you have the passion and commitment in the delivery of a high quality service, then we would like to hear from you.

You should either be fully or part CIPD qualified, with experience of delivering an HR service in the education sector.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Closing Date: 31/01/2019, 12:00
We anticipate interviews to be held within two weeks of the closing date.
For further information please contact the school.

Examination Invigilators (Casual)
£8.82 per hour
Work Pattern: Term time only
Contract Type: Casual
King Edward VI Handsworth Wood Girls' Academy, Church Lane, Handsworth, Birmingham, B20 2HL, Telephone Number: 0121 554 8122,
Email Address: recruitment@hwga.org.uk

We are seeking to appoint casual exam invigilators across the school year. Invigilators must be available throughout most of the summer exam period from mid-May until the end of June. The purpose of this role is to implement examination procedures and ensure the
proper conduct of examination candidates. You will be responsible for setting up exam rooms and collecting, distributing and the returning of all papers. The ideal candidates will be able to demonstrate excellent inter-personal skills, an outstanding attendance and punctuality record, resilience, the ability to work in an organised and methodical manner and have a good sense of humour.

King Edward VI Handsworth Wood Girls’ Academy is an 11-18 comprehensive school in the north-west of Birmingham.

Our student intake is from a variety of ethnic backgrounds, making for a very harmonious and happy school. Our Ofsted inspection in May 2014 graded the academy as Outstanding, stating that “the academy provides an exceptionally high quality of education, which results in students making outstanding progress.’

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for the role.

Closing Date: 06/02/2019: 3.30 pm

How to apply: Further details and an application pack can be found under the Vacancies tab at: www.hwga.org.uk

Completed application forms should be returned to: recruitment@hwga.org.uk

We regret we are unable to accept CV’s as part of the application process. Applications will only be considered if the application form contained within the applicant pack is submitted.

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Cover Supervisor

Actual Salary: £18,333 - 19,559

Hours per week: 32.5, term time only, 45.6 weeks

Monday to Friday 8:10am – 15:10pm

Contract Type: Permanent

FAIRFAX SCHOOL (part of Fairfax Multi Academy Trust), Fairfax Road, Sutton Trinity, Sutton Coldfield, B75 7JT, Telephone Number: 0121 378 1288,

Email Address: j.piper@fairfax.bham.sch.uk

Fairfax School are looking to appoint to the following permanent position to start as soon as possible:

Fairfax School are looking to appoint a Cover Supervisor for Years 7 to 11 to supervise classes during the short-term absence of the class teacher under the guidance of teaching/senior staff. Duties include delivering and supervising student cover work, managing pupil behaviour and assisting pupils in relevant activities in line with the school’s policies and procedures.

Good skills with young people are required and ICT skills will be an advantage. Applicants will need to demonstrate excellent communication and organisational skills, the ability to multi task and must have excellent literacy and numeracy skills. A grade C or above in English and Maths is essential.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

We look forward to receiving your application.

Closing Date: 29/01/2019, Noon
For an application pack and further details please visit the school’s website or contact Jenny Piper, HR Manager on: j.piper@fairfax.bham.sch.uk or call on 0121 378 1288 extension 233.

Interviews will be held week commencing 4 February 2019.

Raising Achievement Assistant
£19,819 - £25,463 pro rata
Hours per week: 27:00, term time only
Contract Type: Fixed term to 31 December 2019 for support for specific pupils
NEW HALL PRIMARY SCHOOL, Langley Hall Drive, Sutton Coldfield, B75 7NQ
Email Address: jobs@newhall.bham.sch.uk, Telephone Number: 0121 464 5170

Start Date: As soon as possible

We are seeking to appoint a Raising Achievement Assistant to join our hardworking and committed team. You must have experience of supporting pupils 1:1 and carrying small group interventions across a range of year groups. This role requires someone who is adaptable, well-motivated and enthusiastic. We will require you to have an NVQ Level 3 childcare qualification (or equivalent).

You will need to:
• Show a good understanding of the barriers to learning and how you are able to help students overcome them
• Demonstrate that you are aware of how children learn and develop
  • Have good literacy, numeracy and ICT skills
• Work well under own initiative as well as part of a team.
• Support the class teacher in meeting the needs of all pupils, including working with individuals and small groups of children.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Closing Date: 04/02/2019, 09:00 am

For an application form, Job Description and Person Specification please visit the school website: www.newhall.bham.sch.uk, email: jobs@newhall.bham.sch.uk or contact the school office on 0121 464 5170.

Out of School Club Deputy Manager Level 3
£17,792 (£7,386 pro-rata) £9.44 per hour
Hours per week: 20 (1:45pm-5.45pm Monday - Friday), term time only
Contract Type: Permanent
SELLY OAK NURSERY SCHOOL, 26 Tiverton Road, Birmingham, B29 6BP
Tel No: 0121 472 1700 - Email Address: p.bayliss@sellyoak-nur.bham.sch.uk

Selly Oak Nursery School is an "Outstanding" School. We are looking to appoint a Deputy Manager for our successful Out of School Club (OSC), 16 children 3-4 year olds. Do you have a sound knowledge of the EYFS curriculum and play principles? Are you an excellent communicator who can work effectively with the school staff, parents and children? Are you well organised with a passion for planning exciting and high quality activities? If yes, please consider this post. We would highly recommend visiting the school. Dates for visits are
Wednesday 30\textsuperscript{th} January at either 09:30am or 4pm. Interviews will be held on Wednesday 27th February 2019. Should you be selected for interview, please note that it is really important that your references are relevant and up to date. Both references must relate to your work, one of which must be your current or last employer. Please ensure their full address, telephone number and current email address are up to date. This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Closing Date: 08/02/2019, 12:00

For more information or an informal chat, to arrange a visit or for an application pack, please contact Paula Bayliss (between 8am-12pm) or Pete McKinney (between 12pm-4pm) on 0121 472 1700. Please note previous applicants need not re-apply.

Human Resource Manager
£26,470 - £33,136 pro rata
Hours per week: 36.5, term time only
Contract Type: Permanent
SWANSHURST SCHOOL, Brook Lane, Billesley, Birmingham, B13 0TW
Telephone Number: 0121 464 2410

Swanshurst is an ‘Outstanding School’ for girls with 1760 students on roll aged 11-19 years. We offer excellent support and CPD for staff at all stages of their career. We are seeking to recruit an enthusiastic and highly competent member of staff to lead, manage and develop a comprehensive Human Resources and Employee Relations function. The main responsibilities will include the management of effective recruitment and selection procedures, the management of staff records, the processing of all contractual information and changes, performance management procedures, the consistent implementation of policies and procedures and for ensuring the welfare of staff. The successful candidate must be highly organised, have the ability to work independently and accurately and be able to plan, prioritise, multi-task and work to strict deadlines. Given the nature of this post, confidentiality, diplomacy and tact must be maintained at all times. The successful candidate will also be CIPD qualified or be willing to train towards this. This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Closing Date: 04/02/2019, 12.00

For further details a Job Description, Person specification and application form, please contact Sharon Mortimer on 0121 464 2410 or contact us online at: www.swanshurst.org. Applicants requesting an online application form must also submit a signed copy of their application either at the point of being called for interview or as soon as possible after the closing date.

Cover Supervisor
£17,328 - £22,263 actual salary
Hours per week: 36.5, term time only
Contract Type: Permanent
TILE CROSS ACADEMY, Gressel Lane, Birmingham, B33 9UF
Do you want to join us on our journey to be outstanding?
Could you raise achievement and aspirations in our students?
Have you got what it takes to make a difference?
Then come and join the Tile Cross family.

This is an exciting opportunity for the right candidate to have the responsibility for developing and promoting the school's ethos across the Academy.

We are looking to recruit an experienced and professional Cover Supervisor to supervise whole classes during the short term absence of the class teacher including implementing work programmes, managing pupil behaviours and assisting pupils with relevant activities in line with the school's policies and procedures.

**The ideal candidate will:**

- Have experience of working with pupils with differing needs.
- Have a passion for motivating students to improve outcomes.
- Have a flexible, aspirational and enthusiastic attitude.
- Be reflective and have a desire to work effectively in partnership with students.
- Have a desire to set high expectations, embrace change and challenge and support all members of the team.
- Be educated to GCSE Grade C or above in English and Maths.
- Have experience and proven ability of using a variety of ICT applications to enhance teaching and learning.

**About our School**

Tile Cross Academy is a small and caring 11-16 mixed comprehensive school for 600 pupils that was created on 1st May 2017. We have high expectations for our pupils and we aim to provide a high quality education in an atmosphere of mutual respect where each individual is valued. We strive to develop and nurture the values, skills and attributes which create good citizens and lifelong learners. With the wide range of backgrounds and cultures represented in our school population we celebrate diversity and difference, whilst recognizing that we are all equal.

We are part of Washwood Heath Multi Academy Trust (WHMAT), a family of academy’s (three secondary, four primary and one all through school) who serve a discrete, diverse and multicultural community. Our underlying moral purpose is that “we are stronger working together in partnership”. However each academy’s unique identity is respected whilst a collaborative approach is encouraged. At the heart of WHMAT is a focus on developing all staff so that they remain happy and motivated to provide the best possible teaching and support to its pupils. This in turn gives our young people the best possible chances of developing into well-rounded individuals.

**We offer**

- A positive climate for learning
- Support and guidance from a highly effective leadership team
- On-site parking
- Access to Perkbox employee benefits scheme
- Access to a generous pension scheme.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.
Closing Date: 08/02/2019, 12.00 noon
Please visit the school website for Job Description & Application form: www.tilecrossacademy.com or email: c.holmes@tilecrossacademy.com

TEACHING ASSISTANTS

Teaching Assistant Qualifications
Teachers with full Qualified Teacher Status will be deemed to be a qualified Grade 3 teaching assistant. Otherwise teaching assistants being paid on GR3 should hold one of the approved qualifications. Current awarding bodies and approved qualifications are given on the Ofqual website.

Training courses provided by organisations not registered with Ofqual (such as private colleges offering correspondence courses/distance learning) are not recognised for the purposes of qualification as a teaching assistant in Birmingham. Any employee or prospective employee wishing to obtain a recognised qualification for a teaching assistant should be advised to check that the course is approved by Ofqual before enrolling. For information on previous qualifications, which remain valid for those who hold them, see below.

The qualifications and credit framework (QCF) introduced in September 2010 replaced National Vocational Qualifications for teaching assistants. The most common qualifications for level 3 teaching assistants before the changes introduced in 2010 are given below and will remain valid for those people who hold them.

Pre-2010 qualifications

NNEB; National Diploma Caring; BTEC National Diploma (2 years); Caring Services (Nursery Nursing); BTEC National Diploma in Childhood Studies (Nursery Nursing); BTEC National Diploma Early Years and Childhood Studies; BTEC National Diploma early Years Care and Education; BTEC Level 3 Certificate for Teaching Assistants; BTEC National Diploma Early Years; CACHE Level 3 NVQ in Supporting Teaching and Learning in Schools; CACHE Level 3 Certificate in work with Children – Early Years (Accreditation of Prior Experiential Learning APEL); Certificate of Higher Education Learning Assistants; City & Guilds NVQ Level 3 Teaching Assistants; City & Guilds NVQ Level 3 in Supporting Teaching and Learning in Schools; Classroom Support Worker Qualification – secondary (NVQ Level 3 Teaching Assistant equivalent); NVQ Level 3 Teaching Assistants (Accreditation of Prior Experiential Learning (APEL)); NVQ Level 3 Child Care and Education; NVQ Level 3 for Teaching Assistants; NVQ Level 3 Childcare and Education; NVQ Level 3 Childcare Learning and Development; National Occupational Standards for Supporting Teaching and Learning in schools NVQ Level 3; Specialist Teaching Assistants (STA); Foundation Degree – Learning Support; Foundation Degree Early Childhood Studies (or Early Years); BA – Early Childhood Studies

For Teaching Assistant Vacancies, the following requirements apply:

Level 2: Preferably qualified to National Occupational Standards for Supporting Teaching and Learning in schools NVQ Level 2 previously known as Teaching Assistants. Any unqualified candidate appointed would be expected to gain National Occupational Standards for Supporting Teaching and Learning NVQ Level 2 within a reasonable period of time.
Level 3 Teaching Assistant
£19,819 - £25,463 pro rata
Hours per week: 32.50, term time only
Contract Type: Permanent
Saltley Academy, Belchers Lane, Bordesley Green, Birmingham, B9 5RX,
Telephone Number: 0121 566 6555, Email Address: hr@saltley.bham.sch.uk
Number on roll: 1051, CEO: Mrs Bev Mabey, Head of Academy: Mr Peter Weir
Required: As soon as possible
Can you inspire and motivate young people to succeed?
We have an opportunity for an inspirational and highly motivated Teaching Assistant to join our hardworking team of professionals.
We are looking for a committed, hardworking and enthusiastic Teaching Assistant who is able to consistently demonstrate good classroom practice and who will have a significant impact on our journey of improvement. They should be passionate about making a difference to the lives of students and dedicated to maximising student achievements.
All applicants must have a Teaching Assistant Level 3 qualification, be numerate, literate and educated to at least GCSE standard with an A* - C in English and Maths is essential when applying for this post. You should have high expectations of behaviour and learning and be a flexible team player.
We have recently been graded Good by Ofsted, and during the recent inspection one of our students described our school as “outstanding, resilient and loving”.
Saltley Academy is a 11-16 comprehensive school in the heart of multi-cultural Birmingham.
The Academy is progressing fast in its mission to develop outstanding learners, ensure academic success and nurture happy citizens in a supportive and inspiring environment. For the last two years Progress 8 has been well above the national average.
The Academy is part of the Washwood Heath Multi-Academy Trust and shares its core values. Being a member of the Trust provides numerous professional development opportunities.
We offer:
• An ambitious and positive climate for learning
• A value driven ethos to cater for the whole child
• Support and guidance from a highly effective leadership team
  • A Rights Respecting School, Gold award
  • On-site parking
• Access to Perkbox employee benefits scheme
• Access to a generous pension scheme.
This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.
Closing Date: 06/02/2019
Closing Time: 09:00am
How to apply: Application Packs are available from our website.
Teaching Assistants
£17,007 - £19,446 pro rata
Hours per week: 36.5, term time only
Contract Type: Permanent
WAVERLEY SCHOOL, Yardley Green Road, Bordesley Green East, Birmingham B9 5QA
Telephone Number: 0121 566 6607, Email Address: applications@waverley.bham.sch.uk

We are a Humanities Specialist College which became an all through school in September 2012. We achieved IIP Gold in December 2013 and have been awarded Teaching School Status. At Waverley we try to create an environment which allows everyone to develop mutual respect for each other and a respect for learning. This is an exciting time to join Waverley School.

We have new landmark buildings that provide everyone with state of the art facilities for learning, teaching and training.

As part of the exciting growth plans for the School, we are expanding our team to meet future requirements. We are looking for enthusiastic and motivated individuals to join our team as Level 2 Teaching Assistants in our Primary Phase.

Ideal candidates will have a good understanding of how children can learn and develop and be able to work confidently with them and with other teachers. Candidates must be able to use their own initiative and be able to communicate confidently and effectively with children, staff and parents. All candidates must have the ability to work within and apply all school policies and it would be advantageous to have some knowledge of the SEN code of Practice.

They must be willing to work as a member of an enthusiastic and forward thinking team to ensure learners of all abilities achieve their very best. Applicants must hold the Level 2 TA Qualification and possess good numeracy and literacy skills with GCSE’s or equivalent in English and Maths. Good ICT skills are also essential. These TA positions will work directly within our Primary Resource Base and on a 1 to 1 basis with pupils.

This is an excellent opportunity for a Teaching Assistant to further their experience and contribute to the positive achievement of our children.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for this role.

We welcome applications regardless of age, gender, sexual orientation, ethnicity or religion.

Closing Date: 01/02/2019, 10.00

Applications received after this time and date will not be accepted.

For an application pack, please visit our website: www.waverley.bham.sch.uk

Only applications submitted on the schools application form will be accepted.

Completed applications should be sent to: enquiry@waverley.bham.sch.uk

Please note, if you have not heard from us within 2 weeks from the closing date, please assume that on this occasion, your application has been unsuccessful. For further enquiries please call 0121 566 6607.
Lunchtime Supervisor
£17,007 - £19,446 pro rata
Hours per week: 7.5, term time only
Contract Type: Permanent
STECFORD PRIMARY SCHOOL, Albert Road, Stechford, Birmingham
Email Address: hr@stechford.bham.sch.uk, Telephone Number: 0121 464 3245
Required as soon as possible
We are looking for caring and observant supervisors to join our friendly team. You will be responsible for the health and welfare of our children, supervising children in the dining room, playground and/or classroom. You will need to be reliable, committed and genuinely interested in working with children.
This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for this role.
Closing Date: 01/02/2019, 16.00
Application packs can be obtained from the school office or via the school website: www.stechford.bham.sch.uk. All application forms to be returned to the School Office.
Only applications submitted on the Birmingham City Council form will be considered.

Lunchtime Supervisor
£17,007 to £19,446 pro rata, Actual: £3,010 - £3,441
Hours per week: 7.5, term time only
Contract Type: Permanent
Brays School, Leycroft Avenue, Tile Cross, Birmingham, B33 9UF,
Telephone Number: 0121 566 6690, Email Address: recruitment@brays.fet.ac
Forward Education Trust is a newly formed Multi Academy Trust comprising of Brays School, The Bridge School and Hallmoor School in Birmingham. Brays School specialises in the education of primary-aged pupils with a range of diagnosis. The School is split across two sites: our Sheldon site takes children with a range of physical, learning and Sensory difficulties; our site in Tile Cross caters for those with a diagnosis on the Autistic Spectrum. The School has high standards of teaching and learning, and is committed to ensuring that all pupils achieve their full potential.
These are new posts due to natural attrition and expansion.
We are seeking to appoint individuals to work with children with ASC (children with autistic spectrum condition) at our Tile Cross Site. You will join a team of experienced staff who are responsible for supervising and feeding the pupils during their lunchtime break.
Please note that only standard Forward Education Trust Application forms will be accepted, we will not read accompanying Curriculum Vitae (CV). Enhanced DBS clearance, Disqualification (regulations) 2009, prohibition checks and if overseas trained. Certificate of good conduct will need to be obtained if applicable prior to interview. If you do not hear from the school within 14 days of returning your application form to us, please assume that your application has not been shortlisted as unfortunately we are unable to write to unsuccessful applicants.
Brays School is committed to the safeguarding and welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate must promote this ethos.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Closing Date: 13/02/2019, 12:00
For further details and an application form please visit: www.fet.ac or email to: recruitment@brays.fet.ac
Alternatively, you can download the application pack here.

Lunchtime Supervisor

Actual Starting Salary £4,114 dependent on years’ service based on 10 hours per week

Hours per week: 10, term time only

Contract Type: Permanent

WILSON STUART UCB PARTNERSHIP TRUST, Perry Common Road, Birmingham, B23 7AT
Telephone Number: 0121 373 4475, Email Address: jobs@wilsonstuart.co.uk

Start Date: As soon as possible

The Hive College has been awarded Independent Specialist Provision status for its educational programmes for young adults aged 19-25 years. The Wilson Stuart UCB Partnership Trust (WSUCBPT) study programmes are designed to enable students to access work placements, volunteering roles and participate in their community.

We require a lunchtime supervisor to supervise and help feed our students during the lunchtime break. The post will also include some classroom support, mentoring, pastoral care and assisting with the physical care of pupils as and when required.

Our students are delightful, work hard and are keen to learn and the college is a very happy and positive working environment. We have a comprehensive induction programme and friendly and very supportive staff along with excellent facilities and a superb environment to support teaching and learning. We constantly strive for excellence, seeking innovative and collaborative ways of delivering the curriculum and therefore any person appointed will be a highly committed and enthusiastic professional.

Successful applicants will be employed by Wilson Stuart UCB Partnership Trust and will be working at The Hive where the 19-25 programmes are based.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Closing Date: 06/02/2019, Midday

Further information, including Wilson Stuart application form and job descriptions, are available on the WSUCBPT website: www.wsucbpt.co.uk and completed Wilson Stuart application forms should be submitted electronically to: jobs@wilsonstuart.co.uk

Please note contracts of employment will be with Wilson Stuart UCB Partnership Trust not Birmingham City Council.

If you have not heard from us two weeks after the closing date, please assume that your application has been unsuccessful on this occasion.

Lunchtime Supervisor
£17,007 - £19,446 pro rata
Hours per week: 5 hours 40 minutes - Monday to Thursday, term time only
Contract Type: Permanent
SLADEFIELD INFANTS SCHOOL, Sladefield Road, Birmingham, B8 2TJ
Email Address: enquiry@slfield.bham.sch.uk, Telephone Number: 0121 327 0662
Required from 25th February 2019
We wish to appoint a Lunchtime Supervisor who is happy, friendly and reliable. We want a person who will enjoy interacting positively with children in our school.
You will be part of the school Lunchtime Team and will:
• need to be enthusiastic, hard-working and confident in working within an education setting.
• have excellent communication skills and a positive approach.
• be willing to undertake training appropriate to the job.
You will work with an experienced team and you will be especially responsible for supervising children during the lunchtime break, which may require you supervising a small group of children with specific needs. This involves you looking after children in the Dining Hall, playground and/or classroom. Previous experience is not necessary but evidence of a positive approach to children is essential.
Interested candidates are most welcome and actively encouraged to visit prior to making an application.
This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.
Closing Date: 06/02/2019, 12:00 noon
For an application pack and further details please contact Mr Jones (School Business Manager) on 0121 327 0662 or email: enquiry@slfield.bham.sch.uk. Only standard Birmingham City Council application forms will be accepted, we will not read accompanying CVs.
Interviews to take place on Wednesday 13th February 2019

£16,394 - £16,863 pro rata
Hours per week: 23.75 & 14.25 - Term time only
Contract Type: Permanent
MOSELEY JUNIOR AND INFANTS SCHOOL,
Oxford Road, Moseley and Kings Heath, Birmingham, B13 9EH
Tel No: 0121 449 0441, Email Address: enquiry@moseleyce.bham.sch.uk
Website: http://www.moseleyce.bham.sch.uk
Executive Head Teacher: Ms. Victoria Sumner
Start Date: As soon as possible
2 x Before and After School Club Play Workers for Little Acorns required as soon as possible, 1 position is 23.75 hours per week, Monday to Friday and the other is 14.25 hours per week, Tuesday to Thursday. The working hours for both posts are 7.30 - 9.15am and 3.15 - 6.15pm.
Who? - An enthusiastic Play Worker who is able to support the Manager with the day to day running of the club at Moseley C of E Primary School. Are you an excellent communicator, have a good knowledge of food safety, able to share ideas and encourage others? Do you have a commitment to partnerships with families? Are you experienced in working with children aged 4 – 11 years? Do you have the ability to plan and provide a range of quality activities? If so, please complete an application form.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Closing Date: 08/02/2019, 12:00

For further details and an application form, please contact the school office on 0121 449 0441 or email: enquiry@moseleyce.bham.sch.uk. CVs are not accepted.
SCHOOLS HR RECRUITMENT SERVICES

**Senior Appointments Service**

Helping heads and governors secure the best leaders for their schools.

Schools HR recognises the ever increasing demands and expense that the procedures for senior appointments place upon governing bodies and head teachers.

The Senior Appointment Service offers schools a full and professional range of resources and expertise to support them throughout the crucial selection process. The service has been designed specifically to assist in successful appointment to vital senior leadership posts.

If you would like more information, please contact the team:

Tel: 0121 464 2144

Email: seniorappointments@birmingham.gov.uk

**Schools HR Adverts Service**

Would your school like to advertise in this bulletin?

We publish a weekly teaching and support staff bulletin during term time. With over 3000 hits per week, the Birmingham Bulletins are the most cost effective and popular choice for attracting teachers to positions throughout Birmingham and in neighbouring authorities.

Submit an advert using our advert request form.

If you would like more details, please contact the team:

Tel: 0121 464 1932/464 2145

Email: primaryadverts@birmingham.gov.uk / secondaryadverts@birmingham.gov.uk
**Schools HR Post Box Service**

As well as placing adverts for schools and producing the bulletin, Schools HR also offers an extended recruitment service known as Post Box.

This popular service saves schools valuable time spent on response handling applications, creating shortlisting paperwork, chasing references and sending interview invites/rejection letters, as we are able to do this on the schools behalf.

If you would like more information, please contact the team:

Tel: 0121 464 1932/464 2145

Email: schoolsadverts@birmingham.gov.uk

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**Schools HR Workplace Mediation**

If communication and relationships break down at work, it can lead to one of the most upsetting and stressful times in a person’s career.

This can happen for a whole variety of reasons such as personality clashes, communication problems, perceptions of unfair treatment, allegations of harassment and bullying, etc, etc.

But there is help at hand.....Schools HR have a team of professionally trained and highly experienced Mediators who work in schools across Birmingham and the West Midlands, resolving conflict between individuals and large teams.

Mediation is informal, confidential, and voluntary. With the help of an impartial mediator, individuals have the time and space to discuss and resolve their issues in a safe and respectful environment.

Mediation is not about who is right or wrong, but seeks win/win solutions, so that everyone’s needs are addressed.

If you think you or someone you know could benefit from Mediation, please feel free to contact us for a no-obligation and confidential chat.

Helen Barnes

Email: helen.barnes@birmingham.gov.uk
Schools HR DBS Service

As a Registered Body with the Disclosure and Barring Service (DBS), Schools HR DBS Team provide a professional advice and guidance service, as well as process Disclosures for schools and external organisations.

All Disclosure applications are processed via the Disclosure and Barring Services on-line facility called Ebulk.

Ebulk allows all forms to be completed and submitted on-line via a secure website, eradicating errors and significantly improving turnaround times.

For further details please contact the team:

Tel: 0121 464 2145/675 9299/303 4974

Email: dbs@birmingham.gov.uk