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

For the latest updates follow us:

@bhamschooljobs

#TeachingInBirmingham #BrumJobs

www.facebook.com/bhamschooljobs

“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.
CONTENTS
Click on the links below to be taken to the relevant section

- ADMINISTRATION & FINANCE
- BUILDINGS/CLEANING & MAINTENANCE
- CATERING
- OTHER SUPPORT ROLES
- TEACHING ASSISTANT
- LUNCHTIME SUPERVISORS & PLAY CARE
- SCHOOLS HR RECRUITMENT SERVICES
School Business Manager
£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

School Business Manager
£34,106 - £41,846 pro rata
Hours per week: 36.50, term time only
Contract Type: Permanent

ST JAMES CE PRIMARY SCHOOL, Sandwell Road, Birmingham, B21 8NH
Website: http://www.stjamesce.bham.sch.uk

Start Date: TBA

St James’ is judged to be a “good” Church of England School that serves a community of many faiths and cultures.

We require an experienced, resilient and highly motivated School Business Manager to lead the strategic development and management of whole school administration, finance, HR, procurement, facilities and GDPR.

Experience of school settings is essential, as is the possession of the CSBM or an equivalent qualification.

The preferred candidate for this varied and interesting role will display:

- Strategic and day to day financial and budget management skills
- The ability to lead, organise and motivate teams and individuals
  - Strong organisational and planning skills
  - A positive and problem solving attitude
- The ability to communicate effectively with a range of audiences.
St. James is a PFI school with excellent facilities. You will join a happy and cohesive team and work alongside dedicated leaders and governors.

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.

Informal visits to be held on Monday 11th February 2019 at 2 p.m. and 4 p.m. Please phone the school office to register your interest.

Closing Date: 15/02/2019, 12:00 noon

Interviews to be held week beginning 4th March 2019

If applicants have not heard from the school by Friday 8th March, they may assume that their application has not been successful.

Application packs available from: CSURecruitment@birmingham.gov.uk quoting ref: ES20665B or by clicking here

Completed applications should be returned to: CSURecruitment@birmingham.gov.uk or posted to Performance, Engagement & Commissioning Services, PO Box 16461, Birmingham, B2 2DB

Administration/Finance Assistant

£17,007 - £19,446 - Actual salary is £14,869 - £17,002

Point of the scale is dependent on skills and experience

Hours per week: 36.5, term time only

Contract Type: Fixed term until 21 July 2019 business needs

ERDINGTON HALL PRIMARY SCHOOL, Ryland Road, Tyburn, Birmingham, B24 8JJ

Tel No: 0121 464 3122, Email Address: recruitment@ninestiles.org.uk

Start Date: as soon as possible

Erdington Hall is one of the family of schools in the Summit Learning Trust. At Erdington Hall we are continually developing ways to ensure our children have the best possible opportunities to be successful. We recognise that through an enriched, varied curriculum, children are challenged. We also ask that children challenge themselves and aspire to be the very best they can be.

We are seeking a highly organised, motivated and enthusiastic person to join our busy office team which is based in Erdington, Birmingham. If you are passionate about making a positive difference to the lives of our pupils, then this is a role for you.

No two days are the same in this role and the successful candidate will need to have the resilience and enthusiasm to deliver results in a fast paced environment. Candidates must have a good level of IT skills and ideally have experience of working with IT software such as CMIS/SIMS and the Microsoft Office packages including, Word, Outlook and Excel. Candidates will also have a high level of literacy and numeracy skills and have excellent interpersonal and customer service skills. The successful candidate will have a good financial background and will enjoy the challenge of learning new software. You will also need to be able to demonstrate that you are able to work flexibly, work calm under pressure and uphold a professional, friendly manner at all times.

About the Trust

The Summit Learning Trust is a family of schools currently comprising four primary schools and three secondary schools. The Sixth Form College, Solihull has also joined the Trust in August 2017. In our Trust, we celebrate the rich and diverse school communities that make
up our schools. Sharing, listening to and respecting each other’s views and beliefs make our
Trust stronger. We support each other, honouring our different
backgrounds, to create a safe and equal environment for all. We are always looking for
ways to improve, and that we insist, relentlessly, on the highest standards of teaching and
learning. Everyone in the Trust is continually challenged to improve on their best skills and
attributes. 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: 15/02/2019, 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/.

Finance Assistant
£17,007 - £19,446 pro rata
Hours per week: 32.50, term time only
Contract Type: Permanent

ALLENS CROFT PRIMARY SCHOOL, Allens Croft Road, Birmingham, B14 6RP
Start Date: ASAP

At Allens Croft Primary School, we serve a diverse community and at the heart of our ethos
is the drive to ensure that everyone celebrates and embraces equality for all and actively
challenges any form of discrimination. Our latest OFSTED inspection has been graded as
good across all areas. We are looking to appoint a well organised, reliable and enthusiastic
individual for this post who will support the school with particular responsibility for finance
and administration tasks/functions.

The successful candidate will:
Be a motivated individual with the ability to work on own initiative.
Have excellent levels of accuracy whilst complying with internal controls.
Have excellent interpersonal skills and be able to communicate with staff, colleagues and
suppliers.
Be resilient, flexible, adaptable and able to demonstrate an ability to work well in a very
busy environment, whilst remaining calm under pressure.
Be committed to delivering consistently high standards.
Have experience of the use of FMS or a similar financial management system - and be
adaptable to learn new systems.

Previous experience in a school/academy/multi academy trust setting with a good financial
background would be an advantage. 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: 04/03/2019, 12:00
Application packs available from: CSURecruitment@birmingham.gov.uk quoting ref:
ES206758 or by clicking here
Completed applications should be returned to: CSURecruitment@birmingham.gov.uk or
posted to Performance, Engagement & Commissioning Services, PO Box 16461,
Birmingham, B2 2DB
Sector Administrator

£11,007pa (Pro rata: £9,197.6pa) to SCP 24 £22,401pa (Pro rata: £18,718pa)
Hours per week: 30.5, Monday to Friday 8am to 3.30pm
Work Pattern: Banked hours
Contract Type: Permanent

JAMES BRINDLEY ACADEMY, Bell Barn Road, Birmingham, B15 2AF
Telephone Number: 0121 666 6409, Email Address: vacancies@jamesbrindley.org.uk
Start Date: As soon as all relevant pre-employment checks are completed

James Brindley Academy Hospital Sector offers co-education for children and young people of the ages 3 to 19 years from all parts of the UK. We are a successful school with a long and proven track record of providing high quality education for young people with varying health needs.

We are looking for an experienced Sector Administrator who is able to help manage all administration requirements across our Hospital/SPR Sector.

This is a busy and varied role supporting all aspects of the school’s administration functions. The position is based four days at the Birmingham Children’s Hospital, which is the central hub for our Hospital Sectors, and Fridays at our SPR Willows Centre.

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.

The successful candidate will be a strong communicator, with the ability to liaise between a variety of stakeholders including pupils, staff, health professionals and parents. An understanding of data protection, confidentiality and safeguarding is essential as is being approachable and having initiative to support developments within the centres.

Please be aware that this post is subject to an enhanced DBS clearance check and any offer of employment is made conditional of this. You will also be required to register and pay for the DBS update service and ensure that documentary evidence is produced to ensure annual compliance and updates. You will also be required to provide written consent for the employer to access this information at any time.

Closing Date: 27/02/2019, Midday
For further details and application form please contact the school at the address or telephone number or visit our website at: www.jamesbrindley.org.uk
Completed application forms should be submitted to vacancies@jamesbrindley.org.uk
Interviews will be held: 6th March 2019

Cover Administrator

£17,681 - £18,672 pro rata - Actual Salary - £12,537 - £13,239
Hours per week: 30 hours per week, term time only (7am – 1pm)
Contract Type: Permanent

ERDINGTON ACADEMY, Kingsbury Road, Erdington, Birmingham, B24 8RE
Telephone Number: 0121 373 1080
Email Address: apply@erdingtonacademy.bham.sch.uk
Start Date: As soon as possible
A Cover Administrator is required to ensure that the Cover Supervisors are used to their full capacity and that appropriate cover arrangements are made for absent teachers. The successful candidate will support with the administration of the academy’s Educational Visits procedures and support the academy’s administration team on a daily basis.

Closing Date: 25/02/2019, 10:00
To apply, please complete the online application form on: www.tes.com
To arrange a visit, please contact 0121 373 1080

Office Manager
£19,819 - 25,463
Hours per week: 36.5 + Banked
Work Pattern: All year round
Contract Type: Permanent
LONGWILL PRIMARY SCHOOL FOR DEAF CHILDREN, Bell Hill, Birmingham, B31 1LD
Telephone Number: 0121 475 3923, Email Address: j.smith@longwill.bham.sch.uk
Start Date: 29/04/2019

Due to the promotion of our Office Manager we are looking to appoint somebody who is enthusiastic, flexible and experienced in working in a school environment.

Longwill is a small, friendly school which offers an excellent education to Deaf pupils from throughout the West Midlands.

The successful candidate will have:
• Experience of SIMS and FMS
• Experience of working in a busy school environment
• Excellent Communication and ICT Skills
• British Sign Language Level 1 or willingness to learn
  • Deaf awareness
• Commitment to CPD
• Experience of being a Form Raiser on the HR Portal
• GCSE’s in English and Maths at Grade A* - C or equivalent.

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: 28/02/2019, 08.00

Informal visits are strongly encouraged and can be arranged by contacting our School Business Manager – Ms Jacqui Smith on 0121 475 3923 or email: j.smith@longwill.bham.sch.uk

Dates for Informal Visits are – 14/02/19 at 10.00 am, 25/02/19 at 10.00 am and 26/02/19 at 3.00 pm

Application Packs can be obtained by contacting the school either by phone 0121 475 3923, email: enquiry@longwill.bham.sch.uk or website: www.longwill.bham.sch.uk

Interviews to be held week commencing 11/03/2019
PA to the Head Teacher
£19,819 - £25,463 pro rata
Hours per week: 36.5, term time only
Contract Type: Permanent
QUEENSBRIDGE SCHOOL, Alcester Road, Birmingham, B13 8QB
Telephone Number: 0121 464 5566
Email Address: recruitment@queensbridge.bham.sch.uk
Start Date: As soon as possible

Queensbridge School is an 11 – 16 comprehensive, friendly and oversubscribed Foundation School of 900 pupils. Ofsted has graded the school as ‘outstanding’ in all categories and identified ‘…..“Its highly imaginative and innovative curriculum” where “students make outstanding and rapid progress”.

We are looking for a vibrant and switched on individual to help manage the Head Teachers office and support the team.

Key Responsibilities & Activities
- Scheduling meetings/appointments and diary management for the Headteacher, including preparing any relevant material in advance.
  - Ensure the wider Senior Leadership Team has the support services they require
  - Manage phone calls, diary and e-mails responding appropriately.
- Act as the Clerk to the Governing Body, preparing and attending meetings as required.
  - Update and maintain policies.
- First point of contact for meeting and greeting visitors, both on the phone and in person, dealing with enquiries and correspondence using tact and diplomacy as well as preserving confidentiality.
- Attend meetings as required, produce minutes and follow up actions from meetings.
  - Plan in-school events such as parent’s evenings, open evenings, meetings and celebrations.
- Coordinate with the Website Co-ordinator to ensure the school website is updated.
- Contribute to general administrative duties – posting, typing, scanning, printing, filing etc.
  - Line management of our Receptionist.
- Experience of working within an educational setting is desired but not essential

Our Ideal Candidate
This role is an excellent opportunity for candidates seeking a varied and challenging position. We are looking for an applicant who is reliable and hard-working, with excellent communication and team working skills. The ideal candidate will have a positive can-do attitude with a courteous and helpful approach. Common sense and lateral thinking is a must!

Overall, we are looking for someone who has/is:
- Proven experience as an office assistant/manager, PA/secretary, or administrative assistant
- Excellent time management skills, with the ability to plan, multi-task, prioritise workload
  - Highly organised, approachable and flexible
  - High level of trust and confidentiality is a must
- Meticulous eye for detail and immaculate presentation of work
- Proficiency in Microsoft packages (Excel, Word, Outlook), databases and internet usage
This is an excellent opportunity to join a small, warm and welcoming secondary school located in South Birmingham with supportive SLT and excellent CPD and training for all staff. Informal visits to our school welcome.

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: 25/02/2019, 09:00

Should you require an application form or further information about the school please go to: www queensbridge bham sch uk

BUILDING/CLEANING & MAINTENANCE

Assistant Building Supervisor
£17,007 - £19,446
Hours per week: 36.50, All year round
Contract Type: Permanent
MARLBOROUGH JUNIOR SCHOOL, Marlborough Road, Birmingham, B10 9NY
Telephone Number: 0121 464 7933, Email Address: g holloway@mjs bham sch uk
Start Date: As soon as possible

Would you like to be part of a forward thinking and nurturing school community, dedicated to providing the best possible opportunities for all its pupils?

An exciting opportunity has arisen for an Assistant Building Services Supervisor to join Marlborough Infant and Nursery School and Marlborough Junior School and work alongside our Building Services Manager.

Marlborough Infant and Nursery School and Marlborough Junior School are part of The Leigh Trust and this is a rare opportunity for the right candidate as the schools move towards becoming one primary school. The position would be based on one site but with responsibility across both schools.

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
School Caretaker

£19,819 - £25,463

Hours per week: 36.5, All year round

Contract Type: Permanent

CREATE PARTNERSHIP TRUST, Cambrai Court, 1231 Stratford Road, Hall Green,
Birmingham, B28 9AA, Email Address: c.oconnell@createpartnershiptrust.org.uk

Start Date: As soon as possible

We are looking to appoint a School Caretaker, to work across all sites within the Trust
The successful candidate will be required to work on their own initiative ensuring that the school premises and grounds are secure, safe, clean and tidy by;
• Being responsible for the management of the provision of security, janitorial and cleaning services and associated staff
• Monitoring the work of external contractors on site
• Ensuring health & safety issues are addressed in a timely manner
• Having responsibility for the management of the repairs and maintenance on the school site
• Being a key-holder, opening up and closing down the site, Monday to Friday
• Any other duties as commensurate with the grade in order to ensure the smooth running of the school

We are looking for someone who is:
• An excellent communicator
• Enthusiastic, hardworking and reliable with a flexible, can-do attitude
• Excellent organisational, planning and time management skills
• Ability to manage multiple projects simultaneously
• Ability to work with senior management to set project and operational targets
• Ability to travel to all sites
• Self-motivated, dynamic and a good team player

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: 25/02/2019, 9.00am

Find out more by contacting Collette O’Connell Human Resources Manager at Create Partnership Trust on 07548 123037 or by email: c.oconnell@createpartnershiptrust.org.uk

You can download an application pack from: www.createpartnershiptrust.org.uk
You can also download an application form from the BCC website
Please return your completed application form to: HR@createpartnershiptrust.org.uk.
Create applications only, CV’s will not be accepted.

---

**Site Manager**

- **£26,470 - £33,136**
- Hours per week: 36.50, All year round
- Contract Type: Permanent

HODGE HILL GIRLS SCHOOL, Bromford Road, Birmingham, B36 8EY
Email Address: enquiry@hodgehgs.bham.sch.uk, Telephone Number: 0121 464 3094

Start Date: April 2019

The successful candidate will be responsible for the Strategic overview, management and development of the premises, site and associated facilities with due regard to sustainability. They will be skilled in carrying out reactive repair and maintenance work; will have a flexible approach and attitude and be self-motivated and manage own workload. As the lead for Health & Safety they will have an excellent understanding of Health and Safety/COSSH Regulations. They will ensure the site is well maintained as well as representing the school when dealing with contractors and suppliers. The role may require split-shift working and will include some opening and closing of the site as well as lettings on occasions.

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.

For informal enquiries or to arrange a pre-application visit contact Natasha Panton on 0121 464 3094

Closing Date: 25/02/2019, 12.00 noon

Application packs available from: CSURecruitment@birmingham.gov.uk quoting ref: ES2068SB or can be downloaded here

Completed applications should be returned to: CSURecruitment@birmingham.gov.uk or posted to Performance, Engagement & Commissioning Services, PO Box 16461, Birmingham, B2 2DB

NO CV’S

---

**Cleaner**

- **£16,394 - £16,863 pro rata**
- Hours per week: 10 + additional weeks at February half-term, Easter and Summer holidays
- Work Pattern: Term time only
- Contract Type: Permanent

ASTON TOWER COMMUNITY PRIMARY SCHOOL, Upper Sutton Street, Birmingham, B6 5BE
Telephone Number: 0121 327 0339, Email Address: enquiry@astontower.bham.sch.uk

Start Date: As soon as possible

We are seeking to appoint a part-time experienced cleaner to join our cleaning team. You will undertake cleaning tasks necessary to ensure the daily cleaning schedule is met and the school receives and maintains a high standard of cleanliness.

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.
Aston Tower is a popular two-form entry multi-cultural school that serves a community which really values and supports our work. Our large staff team are skilled, caring and committed; trustees are keen to be involved and are highly supportive. The school is very well resourced.

Closing Date: 01/03/2019, 12 noon
Further information and an application form can be requested by either telephoning the school or by emailing: enquiry@astontower.bham.sch.uk. Alternatively an application pack is also available from our website: www.astontowerprimary.co.uk

Building Services Manager
£19,819 - £25,463
Hours per week: 36.50, All year round
Contract Type: Permanent
ASTON TOWER COMMUNITY PRIMARY SCHOOL, Upper Sutton Street, Birmingham, B6 5BE
Telephone Number: 0121 327 0339, Email Address: enquiry@astontower.bham.sch.uk
Start Date: 08/04/2019

We are seeking to appoint a Building Services Manager to be responsible for the management of the school site including the provision of maintenance, janitorial, cleaning and security services.

Our well-kept modern premises are undergoing extensive redevelopment making this an exciting time to join our team.

The successful candidate will:
• Have high standards and take a pride in their work
• Ensure the site is maintained to an excellent standard
• Be able to identify and prioritise their own workload
• Have proven DIY and repair skills enabling maintenance tasks to be undertaken
  • Undertake janitorial and cleaning services
  • Be able to engage and manage external contractors
• Have an understanding of Health and Safety regulations and work within them
  • Have a commitment to training and professional development

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.

Aston Tower is a popular two-form entry multi-cultural school that serves a community which really values and supports our work. Our large staff team are skilled, caring and committed; trustees are keen to be involved and are highly supportive. The school is very well resourced.

Closing Date: 01/03/2019, 12 noon
Please download further information and an application pack from our website: www.astontowerprimary.co.uk or alternatively by emailing: enquiry@astontower.bham.sch.uk
**IT**

ICT Technician  
£17,007 - £19,446  
Hours per week: 36.5, All year round  
Contract Type: Permanent  

ST JOHN PAUL II MULTI ACADEMY, ST JOSEPHS RC SCHOOL, Little Sutton Lane, Sutton Coldfield, B75 6PB, Telephone Number: 0121 354 6270, Email Address: j.stewart@sjp2.net  
Start Date: to be confirmed

The St John Paul II Multi Academy is a growing multi academy currently across 5 sites; our Directors are seeking to appoint an enthusiastic, reliable and resourceful ICT technician to work in the Schools ICT support office, to support the academy schools’ ICT Network and wireless infrastructures. A knowledge of the installation/maintenance of hardware, software, Windows 7-10, and MS Office would be an advantage. The role would suit a person that has a wide interest in ICT, and is willing to learn and keen to support an academy ICT infrastructure.

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.

The successful post holder will be part of a team which operates servicing Bishop Walsh Catholic School, Holy Cross Catholic Primary School, St Nicholas Catholic Primary School, St Joseph’s Catholic Primary School, SS Mary & John Catholic Primary School and SS Peter & Paul Catholic Primary School.

Closing Date: 22/02/2019, 17:00  
Application pack can be found at: [http://johnpaulii.co.uk/](http://johnpaulii.co.uk/) or contact via email: j.stewart@sjp2.net

---

**CATERING**

General Assistant (Catering)  
£16,394 to £16,863 pro rata  
Hours per week: 20, term time only + 3 cleaning days  
Contract Type: Permanent  

WASHWOOD HEATH ACADEMY, Burney Lane, Birmingham, B8 2AS  
Telephone Number: 0121 675 7272 Email Address: recruitment@washwoodconnect.com  
Start Date: February 2019  
Employed By: Washwood Heath Multi Academy Trust  
Based at: Washwood Heath Academy

We have a fantastic opportunity to become part of a large, very motivated team of catering staff who provide the catering provision for Washwood Heath Primary and Secondary School. You will assist the Catering Supervisor in the preparation and serving of meals and the setup/clean down of dining halls.
The ideal candidate will have Level 2 in Food Safety with some catering and cooking experience. You must be able to work as part of a team and take instruction and guidance.

We offer:
• Commitment to ongoing Continued Professional Development and a work-life balance.
  • A family of dedicated catering staff.
  • Onsite parking.
• Access to generous Local Government Pension Scheme.
• Access to Perkbox, Employee Benefits Scheme (including mobile phone insurance, discounted cinema tickets & restaurants)

We know you would love it here- our school is in a central location, with wonderful and enthusiastic pupils and amazing staff.

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: 11/02/2019, 09:00

For further details and Application form, please visit the school website: www.washwoodheath.com/vacancies (NB CV’s will not be accepted)
Science Technician

£17,007 - £17,391

Hours per week: 36.5, All year round

Contract Type: Permanent

COLMERS SCHOOL & SIXTH FORM COLLEGE, Bristol Road South, Longbridge, Birmingham, B45 9NY, Telephone Number: 0121 453 1778, Email Address: recruitment@colmers.school

Start Date: As soon as possible

A vacancy has arisen for an experienced science technician to work in a successful, busy Science Department. As part of this team you will be providing support and service to all aspects of the Science Curriculum.

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: 15/02/2019, 12.00

For further details and an application form please see the school website:

www.colmers.bham.sch.uk

Sixth Form Support Officer

£19,819 to £25,463 pro rata

Actual Salary: £17,758 - £22,816

Hours per week: 37 term time only plus 5 days

Contract Type: Fixed term for Maternity Cover

MOSELEY SCHOOL & SIXTH FORM, Wake Green Road, Birmingham B13 9UU

Tel No: 0121 566 6441, Email Address: recruit@moseley.bham.sch.uk

Start Date: March 2019

We are seeking to appoint an exceptional and dynamic Sixth Form Support Officer. You will provide pastoral mentoring in order to underpin academic progression and make a significant difference to the life chances of our students. As a dedicated and enthusiastic Sixth Form Support Officer you will have a clear passion for supporting our students through their academic journey. Moseley School and Sixth Form is ranked in the top 2% in the country for progress with our KS5 students and ranked 1st in Birmingham for progress. We aspire to provide the best educational opportunities and outcomes for all our students.

Our perfect candidate will:

• Be able to motivate, challenge and inspire students to achieve their best
• Be able to establish and develop outstanding relationships with students, their parents and staff
• Help us to maintain excellent results
• Contribute to our core vision and values
If this is you come and join ‘Team Moseley’. The staff at Moseley School and Sixth Form are a passionate team of professionals. Our purpose is to inspire excellence in character and scholarship. The students and their families have bought into this vision. Together we form a friendly and dedicated community. Moseley School and Sixth Form is a large comprehensive secondary school with a thriving sixth form. Moseley School first opened its doors in 1923. We value our long history whilst being excited about our future. There are 1400 students, 195 teaching and support staff, excellent facilities housed in a grade two listed building, a modern building which opened in 2012 and a recently completed sports complex and extensive grounds. Staff enjoy access to our on-site gym. 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: 28/02/2019, 8.00am
Interview Date: Thursday 28th February 2019

Download application form here or school website: www.moseley.bham.sch.uk
Alternatively request via email to: recruit@moseley.bham.sch.uk or contact Caroline Schilling, PA to Head Teacher, on 0121 566 6441. Completed applications should be returned to Caroline Schilling, PA to Head Teacher, at the above address or via email to recruit@moseley.bham.sch.uk, with an accompanying letter explaining how you meet the requirements of the role.

Art & Design Technician
£17,007 - £19,446 pro rata (Actual salary is £14,870 – £17,003). The point of the scale will be assessed dependent on experience and qualifications.
Hours per week: 36.5 hours per week, term time only
Contract Type: Permanent
NINESTILES, AN ACADEMY, PART OF THE SUMMIT LEARNING TRUST, Hartfield Crescent, Birmingham, B27 7QG, Telephone Number: 0121 628 1311
Email Address: recruitment@ninestiles.org.uk
Start Date: as soon as possible

The greatest strength of our school is our students who are often praised for their creativity, musical talents, artistic performances and respect they have for one another. Students generally understand the importance of learning, value their school and are proud to be part of it.

Ninestiles has a very reflective teaching staff body who welcome feedback from parents and students to secure the needs of all learners. The school has a wide and varied curriculum, students have access to an impressive range of sporting and extracurricular activities with well over sixty enrichment opportunities offered after school. There is a strong culture of safeguarding and staff work positively with the leadership team to ensure students are kept safe.

Our Design and Technology department is looking to restructure its technician support and as a result we are delighted to offer an opportunity to join an established team of creative experts who have a passion for teaching their chosen subjects and need some very practical support to do this as effectively as possible.
The Creativity and Performance faculty at Ninestiles encompasses a range of subjects including Design and Technology, Food, Art and Textiles, Performing Arts, PE, Drama and Music.

If you have a love of creative subjects and enjoy nothing more than supporting practical activities, then this opportunity could be for you. We offer this post working through term time only and are seeking applicants, who are prepared to work flexibly across the whole Art and DT faculty to support our student’s needs.

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: 14/02/2019, 12:00

If you would like an application pack or further information please visit the trust website: [http://www.ninestilesacademytrust.org.uk/category/nat-vacancies/](http://www.ninestilesacademytrust.org.uk/category/nat-vacancies/)

---

**Senior Nursery Officer**

£19,819 - £25,463 pro rata

Hours per week: 18:00, term time only

Contract Type: Fixed term

Spring 2 - End of Summer 2 for temporary job share

WEST HEATH NURSERY SCHOOL, 200 West Heath Road, Northfield, Birmingham, B31 3HB

Telephone Number: 0121 475 2672

Start Date: 04/03/2019

We offer provision for two year olds as part of the Department of Education offer of ‘Free Early Education and Child Care’ for eligible families. We are looking for an enthusiastic early years practitioner who will thrive in an environment committed to a child-centred approach, offering high quality care and education. You will share the leadership of a small team working with 2 year old children and must be able to demonstrate commitment, experience and knowledge of working with 2 year old children and the Early Years Foundation Stage.

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: 18/02/2019, 11:30

For further details, to arrange a visit and to request an application form, please contact the Head Teacher on 0121 475 2672 or email: j.jackson@wesththn.bham.sch.uk

---

**Senior School Secretary**

£19,819 - £25,463 pro rata

Hours per week: 37.00 to be discussed

Work Pattern: Term time only

Contract Type: Permanent

YORKMEAD PRIMARY, York Road, Hall Green, Birmingham, B28 8BB

Email Address: enquiry@yorkmead.bham.sch.uk, Telephone Number: 0121 464 4215

Start Date: As soon as possible

We are seeking to appoint a highly motivated, enthusiastic person to work as part of the team within our very busy school office. Previous experience of working within a school office is essential and a working knowledge of SIMS is desirable.
We require a person who is:- Friendly and reliable with a positive flexible approach. Well organised, methodical and accurate. Able to demonstrate excellent communication skills and develop positive relationships with all stakeholders. Calm, with the ability to work well under pressure. Able to work independently and as part of a team.

**We can offer:-**
- Polite, engaging and enthusiastic pupils
- A friendly, caring and supportive staff
- Relevant CPD 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: 01/03/2019, 12.00**

Informal visits are welcomed. Application packs are available on the school website: [www.yorkmead.co.uk](http://www.yorkmead.co.uk) or by contacting the school office.

---

**Cover Supervisor/Faculty Support Assistant**

- **£19,819 - £25,463 pro rata**
- **Hours per week: 32 ½, term time only**
- **Contract Type: Permanent**

ARCHBISHOP ILSLEY CATHOLIC SCHOOL, Victoria Road, Acocks Green, Birmingham, B27 7XY, Telephone Number: 0121 706 4200, Email Address: enquiry@ilsley.bham.sch.uk

Start Date: as soon as possible

Archbishop Ilsley Catholic School is a thriving and happy school serving students from a wide range of communities and backgrounds. We are a friendly and happy school with a wonderful team of staff who are committed to a Catholic ethos and family environment. We have just under 1200 students on roll, 129 of whom are in the Sixth Form.

The Governors are looking to appoint an enthusiastic and committed Cover Supervisor and Faculty Support Assistant to join our successful school working in two of our department faculties, providing administration and short term cover.

The successful candidate will be an enthusiastic, self-motivated individual with a desire to contribute to improving pupil outcomes.

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.

This is a wonderful opportunity for the right person to join a highly committed team in a large and successful Catholic secondary school. Interested candidates are welcome to visit the school by appointment.

**Closing Date: 26/02/2019, 18:00**

For further details and an application form, please email: enquiry@ilsley.bham.sch.uk, telephone 0121 706 4200 or visit the school website: [www.ilsley.bham.sch.uk](http://www.ilsley.bham.sch.uk)
Clerk to the Governing Body

£3,211pa

Hours per week: Variable, term time only

Contract Type: Permanent

UNIVERSITY OF BIRMINGHAM SCHOOL, 12 Weoley Park Road, Birmingham, B29 6QU

Telephone Number: 0121 796 5000, Email Address: r.haslam@uobschool.org.uk

Start Date: As soon as possible

University of Birmingham School is seeking an appropriately experienced and qualified individual to provide clerking services to the School’s Governing Body.

The new regulations require governing bodies to have regard to advice from the Clerk in regards to exercising the governing body functions:

- Provide effective administrative support to the Governing Body and its committees
- Ensure the Governing Body is properly constituted
- Manage information effectively in accordance with legal requirements
- Organise governor visits to School, in liaison with the senior leadership team

The Clerk will not be directly employed by the school and should raise an invoice for services provided detailing the hours worked on school business. The remuneration is based on providing support for four full governing body meetings and 12 committee meetings per annum, plus an average of four other meetings or panels per year, training and administration time totalling 260 hours per year.

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: 03/03/2019, 23:59

For full details, please see the Candidate Information Pack available at: https://uobschool.org.uk/vision-ethos/working-here/

For more information about our School, to download Candidate Information Packs or to apply for any of these vacancies, please visit: https://uobschool.org.uk/vision-ethos/working-here/

Please note that only the information provided on the application form will be used to shortlist applicants. For more information: Visit https://uobschool.org.uk/
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.
YENTON PRIMARY SCHOOL, Chester Road, Erdington, Birmingham, B24 0ED

Start Date: 29.04.2019

Yenton Primary School has a strong history of providing exciting and innovative learning opportunities for everyone within our school community. Within Yenton, we have a growth mind-set philosophy and our children have a strong moral purpose, they are prepared to push the boundaries of what is possible. Education is so much more than Maths and English and within our school we promote independent learning, mastery in all subjects and the love of the arts. We strongly believe in promoting wider experiences to capture the imagination of all our pupils.

Over the past three years, Yenton have been working alongside Robin Hood Multi-Academy trust. This has allowed the school to further develop its exciting and innovative curriculum and offer outstanding professional development opportunities across the schools.

We are keen to recruit an excellent Teaching Assistant with Key Stage 2 experience and knowledge of supporting learners of all abilities to start with us in April. The successful candidate will possess the personal drive to proactively support the teachers and pupils across the school, be competent at leading group activities and have sound knowledge of the expectations of learners. You will need to be a good team player who is professional and adaptable and can show initiative in tailoring learning to meet individual’s needs. You will meet the person specification, we would be delighted to receive your 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: 25/02/2019, 13:00

Application packs can be downloaded for our website: www.yenton.bham.sch.uk or by clicking here or please email the school office: enquiry@yenton.bham.sch.uk

Interviews: Monday 4th March 2019 (times to be confirmed)
“Under the inspirational leadership of the new headteacher and senior leaders, an ethos of high expectations has been created. The whole-school community is committed to raising aspiration for all.”

We are seeking to appoint a Cover Supervisor to cover maternity leave for a period of up to 12 months. The role provides stability and continuity for our children when there is short-term teaching staff absence. The successful applicant will be responsible for instructing pupils with work set by the teacher/school. In addition to this, when not supervising children, the role will involve supporting the learning of children in Y5.

Applicants should have good communication skills, patience and the ability to understand the needs of pupils. The successful candidate will be responsible for teaching lessons, preparing materials, displays and undertaking other duties including extra-curricular activities. Applicants should also be organised and able to work under pressure both alone and as a member of a team. In return we can offer you: the chance to work with a wonderful group of children, a happy and welcoming school, friendly staff and a supportive Leadership Team. If you are interested in working in an exciting, forward-thinking school, with a real focus on ‘improving provision and outcomes for all our pupils’, then we would like to hear from you.

Visits to the school by prior arrangement are both welcomed and encouraged.

Please contact the school 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

Closing Date: 15/03/2019, 12:00

For further details, application forms and visits to the school please contact Mrs. M. Doyle on 0121 453 2520 or email: enquiry@rednalhilljuniors.com

Details are also available from: http://www.rednalhilljuniors.com/vacancies

---

Level 2 Teaching Assistant
£17,007 - £19,446 pro rata

Hours per week: 32.5, term time only

Contract Type: Fixed term until 19.07.19 due to budget restrictions across the MAT

HOLY CROSS CATHOLIC PRIMARY SCHOOL (PART OF JOHN PAUL II MAC), Laburnum Drive, Sutton Coldfield, B76 2SP, Telephone Number: 0121 675 2158

Email Address: c.cleaver@holycross-sch.net

Start Date: TBC

The local Governing Board of our popular and oversubscribed school is seeking to appoint a motivated and inspirational Teaching Assistant to join our dedicated and dynamic 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: 15/02/2019, 12:00

Please contact the school office for an application pack.

You can also download from the BCC website
Lunchtime Supervisor
£17,007 to £19,446 pro rata – Actual Salary: £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
£17,007 - £19,446 pro rata
Hours per week: 7, term time only
Contract Type: Permanent
LITTLE SUTTON PRIMARY SCHOOL, Worcester Lane, Sutton Coldfield, B75 5NL
Telephone Number: 0121 464 4494, Email Address: enquiry@littlesu.bham.sch.uk
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:
- 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. 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: 15/02/2019, 12noon
For an application pack and further details please contact Mrs Thompson (School Manager) on 0121 464 4494 or email: enquiry@littlesu.bham.sch.uk

Only standard Birmingham City Council application forms will be accepted, we will not read accompanying CVs.

You can download an application form by clicking here.
HEATH MOUNT PRIMARY SCHOOL, Knutsford Street, Birmingham, B12 9SR

The Head Teacher of Heath Mount Primary is seeking to appoint an enthusiastic, hard-working and committed Lunchtime Supervisor.

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 responsible for supervising children during the lunchtime break.

This involves looking after children in the Dining Hall, playground and/or classroom. 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:

• The opportunity to work with wonderful children who want to learn
• Quality CPD

Candidates must meet all requirements of the person specification.

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: 01/03/2019, 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.

Interview Date: Week beginning 11th March 2019
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 and spoken English is an essential requirement for this role. Successful applicants will be given opportunities to develop their skills for working with children and further their knowledge about best practice behaviour management.

Closing Date: 27/02/2019, 12.00

Details and application forms can be collected from the school office, sent by post please phone the school office or by email, please contact: c.goode@meadowsprimary.org
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

---

**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