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.
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](mailto:caroline.regan@reachschool.co.uk).

---

**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: As soon as possible

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.

You can download an application pack from Allens Croft Primary School website or by clicking [here](mailto:caroline.regan@reachschool.co.uk).
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
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

Office Manager
£19,819 - £25,463 pro rata
Hours per week: 36.5, term time only
Contract Type: Permanent
ST MICHAEL'S C OF E PRIMARY ACADEMY, Piers Road, Birmingham, B21 0UX
Telephone Number: 0121 554 7818, Email Address: n.begum@stmich21.bham.sch.uk
Start Date: ASAP

We are seeking an efficient and friendly person to join our school team. The pack gives an indicator of the job responsibilities, however we are looking for the right person and if you do not have experience of all the areas we can support you in developing those skills. We are part of a MAT which supports with Finance, HR and other areas so you are not without support, training and guidance. If you wish to know more please contact us at the school and speak to Mrs Begum or Mrs Sale. 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, 12:00
Application form from school website: www.stmich21.bham.sch.uk under more and vacancies. Email completed form to: n.begum@stmich21.bham.sch.uk

Reception and Administration Assistant
£17,007-£19,446 pro rata
Hours per week: 36.5, term time only
Contract Type: Permanent
CITY ROAD PRIMARY SCHOOL, City Road, Soho, Birmingham, B16 0HL
Telephone Number: 0121 464 3348, Email Address: jennie.webber@inspire.bham.sch.uk
Job Start Date: April 2019

City Road Primary School is seeking to appoint a highly motivated and committed individual to the position of Reception and Administration Assistant.

This is an opportunity to join a friendly, hardworking and committed team of staff. The successful candidate will:

- Be confident and able to communicate effectively with visitors, staff, pupils and other external agencies in a professional and courteous manner
- Be professional and welcoming to all visitors and telephone callers
- Be responsible for dealing with all aspects of reception and administration duties
- Have excellent administration skills and the ability to prioritise

We are seeking an efficient and friendly person to join our school team. The pack gives an indicator of the job responsibilities, however we are looking for the right person and if you do not have experience of all the areas we can support you in developing those skills. We are part of a MAT which supports with Finance, HR and other areas so you are not without support, training and guidance. If you wish to know more please contact us at the school and speak to Mrs Begum or Mrs Sale. 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.
Be able work effectively as part of a busy team
Have a good business/customer service ethic and be flexible in their approach to work
Have good IT skills

Previous experience of an office environment would be advantageous, and a working knowledge of SIMs would be desirable but not essential, as training will be provided. 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, 12.30pm
Application form, job description and person spec can be obtained only by:
Emailing Jennie.Webber@inspire.bham.sch.uk . Please do not email CV’s as they will not be considered.

Administrative Assistant
Grade 2 (11-19) FTE Salary £15,807
Hours per week: 38, term time only
Contract Type: Fixed term for 12 months to cover a maternity leave.
CHIVENOR PRIMARY SCHOOL, Farnborough Road, Birmingham, B35 7JA,
Telephone Number: 0121 675 9833, Email Address: j.donnellan@chivenor.bham.sch.uk
Job Start Date: 25/02/19

* To provide a warm welcome for parents, visitors and colleagues and deal with their requests in an efficient and professional manner
* To answer the telephone in a friendly, professional and efficient manner and record and pass on messages as appropriate
  * To answer the intercom CCTV system whilst having a high regard for security
  * To ensure visitors sign in and are provided with a visitor’s badge
  * To accurately maintain the shared school diary
  * To provide refreshments for visitors
  * To produce letters and memorandums
  * To use spreadsheets to record, monitor and produce reports
  * To distribute internal and external post and correspondence as appropriate
  * To undertake filing and photocopying; to assist users with the operation of the photocopier including changing inks and attempting to resolve issues
  * To be responsible for the maintenance and monitoring of the photocopiers, printers, franking machine and faxes
  * To accept and check orders received and deliver to the staff who placed the order
  * To provide administration assistance as required by the Leadership 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: 22/02/2019, 09:00
To apply, please email a current CV detailing the following: Name and contact details; current employment (role, responsibilities, date started, current salary, reason for leaving); employment history, explaining all gaps since leaving school; Education history, detailing all qualifications (certificates will be required if successful); 2 referees – one of whom must be your current employer.
Please also write a statement and email to j.donellan@chivenor.bham.sch.uk (no longer than 1 page typed) that explains:

1) How your experience to date prepares you for this role
2) Your motivation for applying
3) The qualities you have that you feel will make you successful in this role

(Please refer to the job duties and responsibilities when completing your supporting statement)

---

**Attendance Clerk**

£17,007 - £19,446 pro rata

Hours per week: 20, term time only

Contract Type: Permanent

KINGS NORTON BOYS SCHOOL, Northfield Road, Bournville, Birmingham, B30 1DY,

Telephone Number: 0121 628 0010, Email Address: s.holland@knbs.co.uk

Job Start Date: As soon as possible

King’s Norton Boys’ School is seeking a highly organised, motivated and enthusiastic Attendance Clerk.

The successful applicant will be responsible for maintaining the school’s attendance records, analysing data and producing reports to ensure that the school’s attendance targets are met. Experience of working in an attendance role using SIMS would be preferable but full training can be provided.

This is an ideal opportunity for a candidate eager to join King’s Norton Boys’ School as it builds on its upward trajectory.

We have high expectations to continue rapidly improving in order that all our students can achieve their aspirations and reach their full potential.

Each and every staff member at our school is united in their focus on continuous improvement and we work collaboratively to support one another across the school as a whole. The culture that ‘we are all learners’ exists throughout the school.

If you would like to visit the school then please contact Mrs Holland, Head Teacher’s PA, on 0121 628 0010

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, 10:00

Applicants should complete the school’s application form and submit with a supporting letter, maximum of two sides of A4, and return to: recruitment@knbs.co.uk

---

**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

Site Assistant
Ark Support Scale 5: £17,972 - £21,285
Hours per week: 36, All year round
Contract Type: Permanent
ARK KINGS ACADEMY, Shannon Road, Birmingham, B38 9DE
Telephone Number: 0121 459 4451, Email Address: info@arkkingsacademy.org
Start Date: As soon as possible
An all-through school, transforming daily the lives of our students
In 2015, Ark Kings Academy was named as the most improved academy in the country, and was rated ‘Good’ in all areas by Ofsted in October 2016. In 2017, we were lucky enough to be moved into our brand-new school building (home to several impressive new facilities), and this has enabled us to continue our journey towards becoming a school of excellence.

The Role
As Site Assistant, you will play an integral role on the team responsible for ensuring Ark Kings Academy is a safe, inviting and positive learning environment for students, staff and visitors. You will work to ensure the highest quality of site maintenance.

Closing Date: 22/02/2019, 10:00
To apply please visit our website: [http://arkonline.org/careers](http://arkonline.org/careers)
You can view the JD & PS by clicking here

---

**Assistant Building Services Supervisor**

£17,711 - £19,945  
*Hours per week: 36.5 - All year round*

*Monday - Friday in a variable shift pattern 6 am - 6.30 pm and may include some evening and occasional weekend work.*

*Contract Type: Permanent*

St Thomas Aquinas Catholic School, Wychall Lane, Birmingham, B38 8AP  
*Telephone Number: 0121 464 4643, Email Address: enquiry@stacs.org*

*Job Start Date: As soon as possible*

The School requires an enthusiastic, hardworking ABSS to join the Site Team as soon as possible.

You will be responsible for:

- General maintenance of the school buildings and grounds under the direction of the Site Manager including - small DIY tasks, decorating, plumbing, repairs, cleaning.
- Maintenance of the school minibuses - cleaning and regular checks.
- Grounds maintenance - ensuring the grounds are well maintained and litter free.
- General janitorial duties throughout the school day to ensure all facilities are clean and safe.
- Work as a team member in setting up for regular assemblies and larger school events throughout the academic calendar. Assist in the opening/closing of the Site when appropriate. You must be able to show you have practical experience to undertake maintenance work of the Site. Knowledge of H & S requirements and general maintenance experience would be beneficial and a clean driving licence is essential.
- Informal visits to the school are welcome please contact the School Office to arrange.
- The ability to converse at ease with parents/students and members of the public and provide advice in accurate spoken English is essential for the post. 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, 09:00

For further details and an application form visit: [www.stacs.org](http://www.stacs.org) or contact the main school office for details.

---

**Cleaner**

£16,394 - £16,863 pro rata+ Living Wage Enhancement where applicable  
£8.61 per hour  
*Hours per week: 10.00 - 6.00am – 8.00am (Some Flexibility)*

*Work Pattern: All year round*

*Contract Type: Permanent*
VICTORIA SCHOOL, The Round Table Centre, Bell Hill, Birmingham, B31 1LD
Email Address: enquiries@victoria.bham.sch.uk, Telephone Number: 0121 477 0274
Job Start Date: 01/04/2019
Federation of Cherry Oak School, Victoria School & Victoria College
Based at: Victoria College, Bell Hill, Northfield, B31 1LD
Required from: As soon as possible
We are seeking a morning cleaner to work predominately at Victoria College; the work pattern will be to clean a set area.
The successful candidate will need to demonstrate how they can:
• Work using own initiative, and as part of a wider team.
• Have relevant experience in cleaning
• Communicate clearly and effectively with colleagues
• Take ownership of tasks
• Work flexibly to meet the needs of the school/college.
And in return we will:
• Provide all necessary training
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: 11/03/2019, 09:00
To apply please complete an application form. Application Packs are available from:
www.victoriacollege.bham.org.uk or by emailing: enquiries@victoria.bham.sch.uk or alternatively, please call: 0121 477 0274 and arrange a time to come to the college and collect an application pack.
Please return application forms to: enquiries@victoria.bham.sch.uk

Premises Assistant
Salary Range: FMAT Pay Scale, Scale 6
Salary: FMAT Scale 4 £18,870 - £20,541
Hours per week: 37 - Shift Pattern applies
There are two Shift Patterns: - Shift 1: 06:30 until 14:30 - Shift 2: 13:30 until 21:30
Shifts will be rotated weekly
Work Pattern: All year round
Contract Type: Permanent
FAIRFAX SCHOOL, Fairfax Road, Sutton Trinity, Sutton Coldfield, B75 7JT
Telephone Number: 0121 378 1288, Email Address: j.piper@fairfax.bham.sch.uk
Head of Academy: Mrs Deborah Bunn
Job Start Date: As soon as possible
Converter Academy as of July 2011- NOR 1355, 213 in the 6th Form
Fairfax is a friendly learning community which actively encourages students to fulfil their potential both academically and socially in order to maximize their opportunities in their adult lives. We are seeking to appoint a highly motivated and enthusiastic individual who is able to demonstrate the skills and experience required to be effective in these support staff roles:
The person appointed will have a ‘can-do’ attitude and a commitment to working as part of a team to meet standards.
They will conduct themselves in a professional manner and be able to build and maintain effective relationships with staff, pupils, visitors and the community we serve. Ideally, they will have similar experience of working within a school environment but must be able to demonstrate excellent general maintenance skills. They must be able to work within the academies policies and procedures whilst having an understanding of Health & Safety regulations, risk management, site security and comply with safeguarding practices.

Closing Date: 28/02/2019, noon
Application packs are available from our website: www.fairfax.bham.sch.uk or by contacting Jenny Piper on 0121 378 1288 ext. 233 or email: j.piper@fairfax.bham.sch.uk

Site Manager
£26,470 - £33,136
Hours per week: 36.5, All year round
Contract Type: Permanent
WYLDE GREEN PRIMARY SCHOOL, Green Lanes, Sutton Coldfield, B73 5JL, Email Address: recruitment@wyldegrn.bham.sch.uk, Telephone Number: 373 2691
Job Start Date: To be Agreed
We are looking for an enthusiastic Site Manager to join Wylde Green Primary School. We need you to play a vital part in the daily running of our amazing school. If you have the following skills and experience this may be just the opportunity you’ve been looking for.

Are you self-motivated, experienced, enthusiastic, with a real passion to deliver the highest standards?

We are looking for someone who can demonstrate:
  • Good working knowledge of facility management
  • Experience of managing and motivating a team and on site contractors
  • Excellent knowledge of Health and Safety Law and Fire Safety Law
  • The ability to maintain accurate maintenance records and site risk assessments
  • Good communication and organisation skills
  • DIY and handy person skills e.g. basic decorating skills like painting, basic carpentry skills like hanging doors or fitting a door lock, basic plumbing skills like replacing tap washers etc.
  • Good computer skills e.g. excel, word, outlook and diary entries of daily, monthly and annual schedules
  • A flexible ‘solution focussed’ approach and attitude to work

Applicants will ideally have experience of working in a maintenance role, preferably in a similar environment, coupled with having worked in a managerial or senior supervisory capacity.
The role may require a split-shift working pattern and assistance with occasional lettings and school events. Emergency call outs are considered part of your duties.

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: 06/03/2019, 12:00
For informal enquiries or to arrange a Tour of School (available: 26th & 27th February at 10am) contact Claire Sephton on 0121 373 2691.
Interview Date: TBC
Caretakers
£17,007 to £19,446 pro rata: £6,989 to £7,991
Hours per week: 15, All year round
Contract Type: Fixed term for 12 months
JAMES BRINDLEY SCHOOL, Bell Barn Road, Birmingham, B15 2AF,
Telephone Number: 0121 666 6049, Email Address: vacancies@jamesbrindley.org.uk
Job Start Date: As soon as pre-employment checks are completed
At James Brindley, we provide education for children and young people whilst they are in hospital or are unable to attend their mainstream school due to medical conditions or special educational needs. We teach across 11 sites including teaching centres and hospitals in Birmingham.
We are looking for 3 caretakers who are willing to work mornings only at one of the above locations. You will be responsible for the overall security, key holding, and maintenance services at that site. Experience in caretaking as well as the ability to prioritise and organise work are essential along with carrying out minor repairs and maintenance tasks.
James Brindley Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this. 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.
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, midday
For further details and application form please contact the school at the address or telephone number above or visit our website at: www.jamesbrindley.org.uk. Completed application forms should be submitted to: vacancies@jamesbrindley.org.uk / James Brindley Academy, Bell Barn Road, Birmingham B15 2AF

Cleaner
£16,394 - £16,863 pro rata + Living Wage Enhancement where applicable
Hours per week: 12, All year round
Contract Type: Permanent
BARFORD PRIMARY SCHOOL, Barford Road, Birmingham, B16 0EF,
Telephone Number: 0121 464 3765
Job Start Date: 29th April 2019
Barford Primary School is committed to providing an excellent cleaning service and we are looking for enthusiastic individuals to join our team.
We have vacancies for two 12-hours per week cleaning positions, working Mondays to Fridays, primarily in the afternoons. These are all year round contracts (you will be expected to work during some of the school holidays). You will be required to carry out cleaning duties, including vacuuming, mopping, sweeping and buffing, as directed, using the specified materials and mechanical cleaning tools to meet the site daily cleaning schedule. The successful applicant(s) must have experience of using cleaning machinery aids, including vacuum cleaners and buffing machines. These duties may be varied, according to the needs of the job and may include any other duties that are commensurate with the grade and the nature of the post.

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: 08/03/2019, 16:00

Application Form, Job Description and Person Specification can be downloaded from the Barford Primary School website, collected from the School’s Main Office or requested via email at: pmorgan-smith@barfordprimary.co.uk. Only applications on the School’s application form will be accepted (CVs will not be accepted as a form of application).

<table>
<thead>
<tr>
<th>ICT Technician</th>
</tr>
</thead>
<tbody>
<tr>
<td>£18,870 - £20,541</td>
</tr>
<tr>
<td>Hours per week: 36.50, All year round</td>
</tr>
<tr>
<td>Contract Type: Permanent</td>
</tr>
</tbody>
</table>

**BISHOP VESEY’S GRAMMAR SCHOOL, Lichfield Road, Sutton Coldfield, West Midlands**
**Telephone Number: 0121 250 5400, Email Address: hr@bishopveseys.bham.sch.uk**

Start Date: 18/03/2019

Following internal promotion of the current post holder, we have an exciting key vacancy for an experienced ICT Technician who will support our IT Team in providing an efficient and effective IT technical support service across the school.

**Duties involve:**
- Supporting the maintenance and development of the school IT resources
- Providing training and support sessions for staff and students
- Assisting in the classroom and providing curriculum support as appropriate
- Ensuring that IT facilities across the school are fully functional at all times.

**Do you have significant experience of:**
- Providing technician support in a school, education or commercial environment?
- Supporting and troubleshooting wired and wireless networks?
- Implementing system upgrades, carrying out server maintenance and installing applications on client server networks?

**Are you:**
- Confident to respond to emergency calls within the classroom?
- Customer focussed, self-motivated and flexible with accomplished time management and organisational skills?
• Able to converse at ease with parents/students and members of the public and provide advice in accurate spoken English? If so, we would like to hear from you.
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: 22/02/2019, 10 am
We reserve the right to close this vacancy early should we receive an overwhelming response.
Please visit our website at: www.bvgs.co.uk to view the Job Description, Person Specification and to download an application form.
To arrange a pre-application visit please contact Michele Wallis, HR Manager via: hr@bishopveseys.bham.sch.uk or by telephone on (0121) 250 5400. If you wish to have an informal chat about this role please contact Graham Swindells, Finance Director & Schools Business Manager on (0121) 250 5400.
Interview Date: Friday 1 March 2019

CATERING

Deputy Cook
£17,007 - £19,446 pro rata
Hours per week: 30, term time only
Contract Type: Permanent
KINGS HEATH BOYS, Chamberlain Road, Birmingham, B13 0QP
Telephone Number: 0121 464 4454
Job Start Date: As soon as possible
Our School is committed to providing an excellent catering service and this new additional role will support the further expansion of the services we provide.
You will assist with the daily production of food and support the Catering Manager with the management and delivery of the catering service and deputising in their absence.
In addition to assisting with break and lunch services you will support with the opening of the kitchen for breakfast service and the provision of an after-school facility for pupils and staff and hospitality catering.
Candidates must have appropriate experience, good organisational skills and experience of supervising staff.
You will be motivated by a passion for quality, coupled with the highest standards in food production, presentation and service.
You must be able to demonstrate a good knowledge of practical cooking in a large-scale environment, budget management experience and basic IT skills.
Effective communication skills with an emphasis on customer care are essential, as is the ability to work and lead 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: 26/02/2019, 12pm
For further information see our website or email Mrs W Jones (School Support Manager): w.jones@khb.bham.sch.uk
Sixth Form Support Officer  
£19,819 to £25,463  
(Salary for post: £17,758 - £22,816 pro rata)  
Hours per week: 37, term time only plus 5 days  
Contract Type: Fixed term 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 Headteacher, 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.
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 or by contacting the school office.

Deputy Nursery Manager - Little Rainbows Nursery
Salary Range: £26,470 to £33,136
Hours per week: 36.5, All year round
Contract Type: Permanent
LITTLE RAINBOWS NURSERY (COPPICE SCHOOL), Trinity Road, Four Oaks, Sutton Coldfield, West Midlands B75 6TJ, Telephone Number: 0121 464 7022
Email Address: enquiry@coppice.bham.sch.uk
Job Start Date: 29th April 2019
We are looking to employ a Deputy Nursery Manager. The post will be full time, all year round, working between the hours of 8 am and 6 pm. You will be responsible for the delivery of a high quality childcare provision for children 2 to 4 years of age offering a safe, caring and stimulating environment. We require an experienced practitioner who will be NVQ3 qualified or equivalent with two years’ experience. You will have a sound knowledge of child development and an excellent understanding of the EYFS framework.
You must have good planning and organisational skills and be competent with IT. This position would suit a dedicated and highly motivated individual. 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, 16:00
If you are interested in the post please email: enquiry@coppice.bham.sch.uk to request an application form and job description or visit our website or email: enquiry@coppice.bham.sch.uk

Cover Supervisor
Ark Support Scale 6, Pay Points 19-26 (£19,446-24,105)
Hours per week: 42, term time only
Contract Type: Permanent
ARK KINGS ACADEMY, Shannon Road, Birmingham, B38 9DE
Telephone Number: 0121 459 4451, Email Address: info@arkkingsacademy.org
Job Start Date: As soon as possible

In 2015, Ark Kings Academy was named as the most improved academy in the country, and was rated ‘Good’ in all areas by Ofsted in October 2016. This April, we were lucky enough to be moved into our brand-new school building (home to several impressive new facilities), and this has enabled us to continue our journey towards becoming a school of excellence.

At Ark Kings Academy, our goal is simple: we want every child to be well prepared academically and socially for university or the career of their choice. We work hard to achieve this for our students, and we work hard to help our staff achieve this too.

To support us with our continuing transformation, we are looking to recruit a Cover Supervisor to supervise classes during short-term absence of teachers. 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
To apply please visit our website: http://arkonline.org/careers or download supporting documents here.

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
Job Start Date: As soon as possible

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 and spoken English is an essential requirement for this role.

**Closing Date:** 25/02/2019, 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](http://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.

---

**Casual Exam Invigilators**

£9.01 per hour  
**Hours per week:** As required, term time only  
**Contract Type:** Casual  
**LYNDON SCHOOL, Daylesford Road, Solihull, B92 8EJ**  
**Telephone Number:** 0121 743 3402, **Email Address:** recruitment@ninestiles.org.uk  
**Job Start Date:** As soon as possible

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 School is seeking to recruit casual exam invigilators who can promote a supportive atmosphere for all of our students during their examinations. Under the guidance of the Exam Officer you will start, oversee and finish examinations as necessary. You will be assisting with the preparation of the examination venue, completion of relevant paperwork and the monitoring and management of conduct during internal and external examinations.

Hours will vary, with the bulk of GCSE examinations falling in May and June. However additional exams take place throughout the year.

**Applicants must:**

- Have good communication skills.
- Be accurate and pay attention to detail.
- Be reliable.
- Be able to work independently and as part of a team.
- Be flexible

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.

**SUMMIT LEARNING TRUST Mission Statement**

- Strength through diversity
- Ambition through challenge
- Excellence through curiosity

The Trust offers:
Nursery Officer Qualified
£17,007 - £19,446 pro rata
Hours per week: 32.5, term time only
Contract Type: Fixed term from March 2019 - March 2020 due to funding
BLOOMSBURY NURSERY SCHOOL, Bloomsbury Street, Birmingham, B7 5BX
Email Address: vacancies@bloomsbury.bham.sch.uk, Telephone Number: 0121 464 2034
Job Start Date: 04/03/2019
We are looking for a qualified Nursery Officer to join a friendly staff team that offer high quality care and education. You will be a Key Worker and will work across our integrated Setting with our children aged 2 to 4 years. We can offer you a supportive working environment as well as a wide range of 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: 04/03/2019, 12:00
Application packs to be downloaded from the BCC Website. Completed applications to be emailed to: vacancies@bloomsbury.bham.sch.uk

Behaviour Officer
£26,470 - £29,055 - Actual pro rata salary is £23,144 - £25,404
Hours per week: 36.5 hours per week, term time only
Contract Type: Permanent
COCKSHUT HILL SCHOOL, Cockshut Hill, Birmingham, B26 2HX
Telephone Number: 0121 464 2122, Email Address: recruitment@ninestiles.org.uk
Job Start Date: as soon as possible
Cockshut Hill School provides a friendly and supportive working environment, valuing each individual.
We are committed to providing our students with the best education they need to become confident, articulate and successful adults of the future. We are one of the few schools in Birmingham to receive The Rights Respecting Schools, UNICEF UK Gold Award, for successfully embedding children’s rights throughout the school in our practices and ethos. This is an exciting time for our school as we strive to improve and we are proud of our commitment to teaching and learning - our school motto is ‘Nothing but the Best’.
Currently we are seeking to appoint an enthusiastic and empathetic Behaviour Officer:
The Behaviour Officer will:
• Identify and investigate behaviour incidents around the school
• Contact and meet with parents
• Work with students to help them improve their behaviour
  • Supervise the Isolation Unit on a rota basis
  • Supervise C3 detentions on a rota basis
• Work with other staff to support their behaviour management capacity
  • Undertake break and lunchtime duties as appropriate
• Support the requisite Head of House in maintaining high standards of behaviour, attendance, punctuality and uniform
• Assist in First Aid response as required

The successful candidates will be able to demonstrate they can be exceptionally well organised with superb communication skills; be able to relate well to both adults and young people and demonstrate an unequivocal commitment to contributing to the achievement of the trust’s mission statement. Knowledge of safeguarding requirements and demonstrable skills in leading and influencing others are essential elements of this role. In return we offer exciting and challenging roles within a very supportive team and the opportunity to develop your skills within this innovative and growing trust.

Cockshut Hill is part of the Summit Learning Trust comprising three secondary, four primary schools and The 6th Form College Solihull. This post will offer the opportunity to work with colleagues from Ninestiles and Lyndon Schools to share practice and planning. The Trust’s commitment to excellence is recognised nationally and internationally, and Ninestiles is a Teaching School which offers further opportunities for career development in working with other schools.

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

SUMMIT LEARNING TRUST Mission Statement
Strength through diversity
Ambition through challenge
Excellence through curiosity

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

If you would like an application form and further details, please visit our website:
http://www.ninestilesacademytrust.org.uk/category/nat-vacancies/

Cover Supervisor
£19,446 - £25,463 pro rata
Hours per week: 32.5, term time only
Contract Type: Permanent

KING'S NORTON BOYS' SCHOOL, Northfield Road, Bournville, Birmingham, B30 1DY
King’s Norton Boys’ School is seeking a highly organised, motivated and enthusiastic Cover Supervisor.

The successful candidate will supervise whole classes during the short-term absence of the class teacher. They will support students in undertaking learning activities across the curriculum, managing student behaviour in line with the school’s policies and procedures. They will also carry out a range of administrative tasks. The successful candidate will need to be flexible and be able to remain calm under pressure.

This is an ideal opportunity for a candidate eager to join King’s Norton Boys’ School as it builds on its upward trajectory.

We have high expectations to continue rapidly improving in order that all our students can achieve their aspirations and reach their full potential.

Each and every staff member at our school is united in their focus on continuous improvement and we work collaboratively to support one another across the school as a whole. The culture that ‘we are all learners’ exists throughout the school.

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.

If you would like to visit the school then please contact Mrs Holland, Head Teacher’s PA, on 0121 628 0010

Closing Date: 04/03/2019, 10:00

Applicants should complete the school’s application form which can be downloaded by clicking [here](https://www.thebluecoatschool.com/contact-us/job-vacancies/) and submit with a supporting letter, maximum of two sides of A4, and return to: recruitment@knbs.co.uk

---

**Estates and Compliance Officer**

**Salary Range:** £30,000 - £35,000  
**Hours per week:** 37.5, All year round  
**Contract Type:** Permanent

THE BLUE COAT SCHOOL, Metchley Lane, Birmingham, B17 0HR

Telephone Number: 0121 410 6812, Email Address: recruitment@thebluecoatschool.com

**Job Start Date:** Immediate

We are seeking to recruit an Estates and Compliance Officer who will be an organised individual with overall responsibility for the appearance, safety and security of the School site. The individual will be responsible for further developing and delivering the School’s maintenance strategy and overseeing the on-going development and improvement of the site. The role demands focused attention to detail in order to ensure the School is fully compliant with all regulatory requirements and that detailed records are maintained.

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, 12:00

Please find details of how to apply on our website:  
Before and After School Care Manager
£19,819 - £25,463 pro rata

Hours per week: 29.50, term time only - 7.15am to 9.30am and 3.00pm to 6.15pm 5 days per week

Contract Type: Permanent

WHITEHOUSE COMMON PRIMARY SCHOOL, Cotysmore Road, Sutton Coldfield, B75 6BL
Telephone Number: 0121 464 1918,
Email Address: j.virdee@whitehousecommon.bham.sch.uk

Job Start Date: 11/03/2019

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.

The purpose and objectives of the post include:

To lead and be responsible for the day to day organisation of the Before and After School provision at Whitehouse Primary School providing high standards of care and play opportunities for children between the ages of 3 - 11 years old in a safe and secure environment.

The Governors of this successful and happy school are looking to appoint an exceptional candidate to run and lead our before and after school care. It is an excellent opportunity for an outstanding candidate to join our hardworking, dedicated team of staff at Whitehouse Primary School.

We are a popular, nurturing and positive school with a history of academic and social achievement. Our aim is to engage our pupils with a rich and fun learning environment. The core purpose of the role will be to strategically lead and manage our out of school provision; providing wrap around childcare for our families. Our new manager will work closely with the Head Teacher, School Business Manager and Governors. We are looking for a highly motivated, highly skilled individual who can competently lead a team of staff to provide outstanding before and after school care for our children.

The successful candidate will:

• Have an Early Years Child Care qualification – Level 3, paediatric first aid and safeguarding
  • Have the ability to use their own initiative
• Demonstrate excellent leadership, management, communication skills and organisational skills
  • Have a thorough understanding of Ofsted and EYFS standards
• Be approachable, friendly and be able to build good working relationships with children, parents and staff
  • Be able to lead and oversee the day to day range of play opportunities available to children
• Have awareness of health and safety and the safeguarding issues involved both on and off site
  • Listen to children whilst encouraging independence skills
  • Be innovative, imaginative and creative
• Be prepared to set up and clear up play equipment in readiness for the following session

We can offer the successful candidate:

• High quality CPD and an opportunity to further develop leadership skills
• Supportive staff, parents, leadership teams and governors
  • Enthusiastic children
• Opportunities for collaborative learning
• An inclusive school

Please note that it is the responsibility of each member of staff to safeguard and promote the welfare of all young people he/she is responsible for and comes into contact with.

Closing Date: 01/03/2019, 9.00am

Details of this vacancy and the application form are on the BCC website for prospective candidates to download.

Please email completed application forms to: j.virdee@whitehousecommon.bham.sch.uk

---

**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: 27.5, term time only  
YENTON PRIMARY SCHOOL, Chester Road, Erdington, Birmingham, B24 0ED  
Email Address: enquiry@yenton.bham.sch.uk, Telephone Number: 0121 464 6588  
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 need to have the relevant qualifications (NNEB, BTEC, NVQ level 3 or equivalent). If you 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 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 3 Teaching Assistant
£19,819 - £25,463 pro rata
Hours per week: 36.5, term time only
Contract Type: Permanent

GROVE SCHOOL, Grove Lane, Lozells and East Handsworth, Birmingham, B21 9HB
Telephone Number: 0121 464 4669
Start Date: April 2019

The governors are seeking to appoint a Level 3 teaching assistant

The successful applicants must have:

• Level 3 teaching assistant qualification
• Have experience of working with children
• Excellent numeracy and literacy skills

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.

If you are a suitably qualified, highly motivated and creative then please apply.

You are welcome to join us for an informal visit to find out more about our amazing school.

Informal visits are on Thursday 28th February 2019 at either 9:00am or 2:30pm.

Please telephone the school office on 0121 464 4669 or email Patricia Reville, office manager at: p.reville@grove.bham.sch.uk to arrange your informal visit to our school.
Level 3 Teaching Assistant
£19,819 - £25,463 pro rata
Hours per week: 32:30, term time only
Contract Type: Fixed term to 31/08/2020
Dependant on pupil numbers
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 Teaching Assistant to join our hard working and committed team. You must be adaptable, well-motivated and enthusiastic. We will require you to have an NVQ Level 3 childcare qualification (or equivalent).

You will need to:
• Demonstrate good literacy, numeracy and ICT skills.
• Show a good understanding of how children learn and develop.
• 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.

We can offer you:
• A happy, caring school with an inclusive ethos.
• A friendly, supportive staff team and Governing Body.
• A popular school with supportive parents and enthusiastic children who enjoy learning
• An opportunity to use your skills and develop professionally.
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, 09:00
Download application form here or via school website: www.newhall.bham.sch.uk, email: jobs@newhall.bham.sch.uk or contact the school office on 0121 464 5170.
Queensbridge, a specialist college in the visual and performing arts, serving a socially and culturally diverse area of Birmingham with above average levels of need we are determined to transform the life chances of our 900 pupils.

We are seeking to strengthen and increase our SEN team through the appointment of a Teaching Assistant. You will be expected to work across the school individually with SEN pupils and/or with groups and in classes.

Specifically you will have experience, knowledge and willingness to work closely in supporting the inclusion of pupils with a range of learning difficulties or disabilities, including those with profound and multiple learning difficulties. Duties will also include personal care and toileting.

*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: 06/03/2019, 12:00
Should you require an application form or further information about the school please go to [www.queensbridge.bham.sch.uk](http://www.queensbridge.bham.sch.uk).

---

**LUNCHTIME SUPERVISORS & PLAY CARE**

---

**LUNCHTIME SUPERVISOR**

Lunchtime Supervisor  
£17,007 - £19,446 pro rata  
Hours per week: 8.00, term time only  
Contract Type: Permanent

THE MEADOWS PRIMARY SCHOOL, Bristol Road South, Northfield, Birmingham,  
B31 2SW, Telephone Number: 0121 675 3203  
Start Date: 11-03-2019

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
Lunchtime Supervisor
£17,007 - £19,446 pro rata
Hours per week: 6.50, term time only
Contract Type: Permanent
SS Peter & Paul RC, 546 Kingsbury Road, Tyburn, Birmingham, B24 9ND
Telephone Number: 0121 675 6028, Email Address: enquiry@ssptrpl.bham.sch.uk
Job Start Date: As soon as possible

We are looking for two Lunchtime Supervisors to join our current team in securing the safety and welfare of our children during lunchtime. Previous experience is not necessary but you will need to be reliable and committed, have an interest in working with children and be a good role model demonstrating qualities of compassion, trustworthiness and politeness. The successful candidates must be willing to embrace our strong Catholic Ethos, supporting our belief in the Gospel Values which we live and demonstrate daily. This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to communicate using fluent spoken English is an essential requirement for this role.

Closing Date: 08/03/2019, 12.00

All enquiries and application forms can be obtained from the school office by sending a large S.A.E to Mrs Wright at the school office or email: enquiry@ssptrpl.bham.sch.uk
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