



Bartley Green School

ASPIRATION ACHIEVEMENT ACCEPTANCE RESPECT RESILIENCE REWARD

Job Title: **Administrative Team Leader and Headteacher's PA**
Salary: **Grade E1/E2 (Pt 32-37)**
Actual Salary £39,485 - £44,451
Hours: **36.50 hours per week (Term Time Only Plus Two Weeks)**

We are seeking an exceptional Administrative Team Leader and Headteacher's PA to play a key role in the smooth and effective operation of our school.

This is a varied and rewarding position that combines high-level executive support to the Headteacher with leadership of our administration team. The successful candidate will be a highly organised, proactive and professional individual who thrives in a busy environment and is committed to delivering outstanding service.

Bartley Green offers its staff benefits including

- a supportive working environment and team ethos,
- continuous professional development opportunities,
- free on-site car parking,
- free annual flu jab,
- employee assistance programme,
- easy access to Birmingham city centre and the Worcestershire countryside
- Cycle to Work Scheme
- Generous Pension Plan

Informal enquiries or visits are most welcome.

Application forms are available on the school website www.bartleygreen.org.uk or by contacting Vicky Lowe at recruitment@bartleygreen.org.uk

Closing date: **Thursday 18th June 2026 9am** however applications will be considered on receipt. If you have not heard from us within three weeks of the closing date then unfortunately you have been unsuccessful in your application on this occasion.

Bartley Green School is committed to safeguarding and promoting the welfare of children and young people and all staff and volunteers must share its commitment. Rehabilitation of offenders: This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the DBS filtering guide. The successful applicant will require an enhanced disclosure from the Disclosure and Barring Service. An online search will also be carried out as part of due diligence on all short-listed candidates.

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

Bartley Green School positively welcomes applications from everyone and values diversity in our workforce.