



North Bromsgrove High School

School Drive
Stratford Road
Bromsgrove
Worcestershire
B60 1BA
01527 872375

nbhs-recruitment@northbromsgrove.worcs.sch.uk

Job Title: General Administrator with Pastoral and Medical Focus

Hours: 34.5 per week Term Time plus 5 TEDs

Contract: Permanent

Salary: Scale 3 pt 5, c£20,609

Required as soon as possible.

We are looking for an effective administrator to support the Pastoral team, by producing and analysing trends in behaviour and by coordinating information between school, parents, and outside agencies. Ensuring school medical systems are maintained and any changes are identified to improve efficiency.

North Bromsgrove High School is an exciting place to work and learn and was judged 'Good' across every area by Ofsted (January 2023) in which *'Leaders and staff work tirelessly to realise their vision of an inclusive community school. All are reaping the rewards of their collective endeavour. Staff feel supported by leaders and know leaders value their efforts. Leaders' mantra of the 'North family' is evident in many facets of school across all year groups'*. As a consequence of our success and reputation within the community, our numbers have increased in Year 9 and Sixth form and we are now oversubscribed.

North is an exciting, vibrant and friendly school, enjoying enviable facilities. Our vision is to enable our students to become confident, ambitious and successful in their chosen fields, by reinforcing our CARE values: Community, Aspiration, Respect and Endeavour. Ofsted (January 2023) identified *'Leaders, staff, pupils and students have worked together to make North Bromsgrove High School a better place to work and learn. They have been successful. The school's 'CARE' values of 'community, aspiration, respect and endeavor' have been at the heart of their work'*. We treat every child as an individual, prioritising academic excellence through reflection and focus on continual improvement across all areas of the school.

North also benefits from its location: it is just south of Birmingham and attracts many staff from that area via a short commute; it is also between the M5 and M42 hence providing ease of access for staff travel.

We can offer you:

- A welcoming and supportive environment
- Effective professional support and development
- Excellent facilities
- A forward-looking school where excellent staff can transform lives
- Eye Care scheme with Specsavers
- Education Support Employee Assistance Programme

This post would suit someone who is flexible and organised, has excellent communication, administrative and IT skills.

Closing date for applications: 02 March 2026 – 09:00am

We reserve the right to interview before the advertised closing date.

Application forms to be sent to Mrs Kite at
akt@northbromsgrove.worcs.sch.uk

Further information and an application form are available on the school website.

Website: www.northbromsgrove.worcs.sch.uk
Email: nbhs@northbromsgrove.worcs.sch.uk

Shires Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.

In accordance with our statutory obligations under Keeping Children Safe in Education, Shires Multi Academy Trust is required to conduct an online search as part of our due diligence on appointed candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the Shires Multi Academy Trust might want to explore with you. The Trust is committed to the promotion of equal opportunities and diversity.

**North Bromsgrove High School is a company limited by guarantee -
Registered in England No. 7610791**



School Drive
Stratford Road
Bromsgrove
Worcestershire
B60 1BA



@officialNBHS



@northbromsgrovehighschool



@NORTHBROMSGROVE



@NBHSSudiesDetermineCharacter

01527 872375

-

www.northbromsgrove.worcs.sch.uk

-

nbhs@northbromsgrove.worcs.sch.uk