



North Bromsgrove High School

School Drive
Stratford Road
Bromsgrove
Worcestershire
B60 1BA
01527 872375

nbhs-recruitment@northbromsgrove.worcs.sch.uk

Job Title: General Office Administrator – Cover and Finance Focus

Hours: 37 Hours per week – Monday to Friday – 06:30am – 14:30pm
(From 7:30 in the office)

Contract: Permanent

Salary: Scale 4 Pt 11- c£22,445

Required as soon as possible.

We are looking for an effective administrator to support the school in supporting the Assistant School Business Manager with finance administration and to be the lead contact for staff absence and effectively arrange cover where needed and tracking absence accordingly.

North Bromsgrove High School is an exciting place to work and learn and was recently 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.

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

Closing date for applications: 18 October 2024

Interview date: TBC

Application forms to be sent to nbhs-recruitment@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.

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