



Moseley School
and Sixth Form



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and Sixth Form

Part Time Student Support Officer



Succeeding together



Dear Colleague,

Welcome to Moseley School and Sixth Form and thank you for your interest in joining our vibrant, diverse, and inclusive community. We are delighted that you are considering the role of Student Support Officer on a part time job share basis and exploring the opportunity to contribute to our shared vision of *Succeeding Together*.

At Moseley School & Sixth Form, our ethos is built on our RAISE values:

- **Resilience** – empowering students to overcome challenges
- **Ambition** - inspiring high aspirations and achievement
- **Independence** – fostering confident, self-directed learners
- **Supportive** – nurturing a caring and inclusive environment
- **Effective Communication** – encouraging clarity, collaboration and understanding

These values underpin everything we do and guide our mission to provide the best possible futures for our students and staff. The job description and person specification give you an indication of the scale and ambition we have for this post. If you have the passion, commitment and resilience to make a significant difference in this role I would be delighted to receive your application.

We welcome visitors to the school. Please contact recruitment@moseley.bham.sch.uk if you have any questions about the role or school and would like to arrange a visit.

Your application must be received by 8.00am on Tuesday 28th April 2026

Please note this advert may close when sufficient applications are received

Interviews will be held on Friday 1st May 2026

Best wishes,

Simon Edwards
Acting Headteacher



Post Information

Post Title:	Part Time Student Support Officer
Grade:	Grade 3 point 9 – 22 £27,254 – £33,699 pro rata
Actual Salary:	Grade 3 SP 9 £15,498, Grade 3 SP22 £17,033, before deductions
Contract Type:	20 hours per week, non negotiable working days and hours are Monday to Friday 12:30pm to 16:30pm (plus 10 days to be worked in the school holidays in agreement with your line manager). Flexibility to attend any other meetings/events outside normal working hours when required.
Contract Term:	Job Share Permanent
Contract Start Date:	As soon as possible

Are you a well organised and highly capable administrator looking to take on a key role within our school on part time hours as part of a job share with another colleague?

We are seeking a friendly, helpful, hardworking and committed individual who will work as part of the administrative team. The role would suit an enthusiastic individual who can work calmly under pressure and meet deadlines, who can communicate effectively with pupils, parents and staff and has worked in a similar role previously.

Our perfect candidate will:

- Possess excellent verbal and written communication skills
- Have previous experience of working in a similar role
- Be able to demonstrate a positive can do attitude
- Be able to use Microsoft Office and have knowledge of other school systems
- Be committed to the safeguarding of our students
- Exercise confidentiality and adhere to all school policies and procedures

What we can offer you:

We value our staff both as individuals and as professionals and are committed to their personal and professional development. We pride ourselves on being friendly and welcoming to everyone who visits and works with us.

We offer a wide range of programmes to enhance the employee experience and engagement, including:

- Employee voice through surveys and feedback sessions
- A 24-7 confidential employee assistance helpline
- An extensive CPD program to enable staff to achieve their career goals.
- Whole school termly celebrations
- Regular wellbeing resources and information, supporting National Awareness Campaigns
- Free flu vaccinations
- Free access to the school's onsite gym

At Moseley School and Sixth Form, we are committed to safeguarding and to promoting the welfare of our students



- A designated car park space for each staff member
- Generous Pension Scheme
- Cycle to Work Scheme
- Paid and unpaid leave to support life events.

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Moseley School and Sixth Form is an equal opportunity employer and is committed to the safeguarding and to promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

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.

An online search will be carried out as part of due diligence on all short-listed candidates.

References will be used to support the selection panel's assessment. Any relevant issues arising from references will be raised during the interview process.



Job Description

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Core Purpose:

- To undertake all administrative duties in relation to medical need ensuring that the school's systems and practices comply with all Department for Education guidance, and that of other relevant bodies
- To provide effective and timely administration support
- To provide a professional, efficient and welcoming customer service experience for all visitors and callers to Moseley School and Sixth Form.
- To ensure staff, students, visitors and contractors are kept safe by following appropriate safeguarding guidelines.

Core Responsibilities:

- Ensure all school activities are supported by adequate first aid provision.
- Ability to be a school first aider and respond to first aid calls as required.
- To contact emergency services as and when required, communicating clearly access arrangements and the location of the casualty.
- Ensure all medical supplies are maintained, stored correctly and in date throughout the school including ensuring first aid kits are checked and replenished in the school minibuses.
- Ensuring students medication is safely stored, supply levels maintained and in date. Ensuring parents are made aware and replacements provided when required.
- Ensure medical records are maintained correctly in SIMS and confidentially stored.
- Ensure all students with medical needs are recorded on SIMS.
- Coordinate all accident forms and keep accurate records of all incidents and accidents. Ensure that incomplete accident forms are referred back to for full details before forwarding on for the accident investigation to be completed. Ensuring first aid staff follow all procedures and maintain standards.
- Ensure details of students and staff with asthma, allergies and epilepsy are displayed in an appropriate area.
- Organisation of student vaccination program, including ensuring consent forms are completed, records are updated on SIMS and all guidance is followed.
- Coordinate with the School Nurse to organise pupil sessions and referrals.



- Prepare and submit required paperwork for BCC.
- Organising and ensuring accurate records are kept of all first aid and anaphylaxis training.
- To support emergency evacuations for students and staff with mobility issues.
- To assess students with medical needs and ensure that care plans are obtained and risk assessments are carried out.
- Provide support to Student Services.

Reception Support:

- To provide cover for the reception team.
- At peak times in reception to support the reception team by:
 - Welcoming all visitors to the school, undertaking appropriate safeguarding checks and issuing relevant identification and guidelines and maintaining accurate records.
 - Being aware of all relevant school activities and current staff to ensure enquiries are dealt with efficiently and directed to the correct staff i.e. progress evening dates, educational visits, extra-curricular activities, detentions.
 - Co-ordinating the arrival of visitors to the school, including groups for events and ensuring appropriate staff are advised.
 - Answering the main school telephone line promptly, dealing with telephone enquiries, taking accurate messages and passing them on promptly by the most appropriate method.
- Retrieving and replying to voicemail messages promptly.
- Respond promptly to radio calls for reception.
- To produce register printouts when fire alarm activations occur and distribute to the roll callers efficiently.

Other Responsibilities:

- Assist with duties as appropriate.
- Responsible for student behaviour and welfare in public places during break, lunch, change of lesson, beginning and end of school day as directed.
- Attend meetings as and when required.
- Participate in professional development opportunities, willingness to develop additional skills and expertise.
- Keep up to date with current educational developments and legislation affecting your area of responsibility.
- Contribute to school development through identified communication and consultation channels
- Treat students, parents and colleagues fairly, equitably and with dignity and respect
- To respect the confidential nature of information relating to the school, students and customers
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Develop constructive relationships and communicate with other agencies/professionals
- Be aware of safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policy.
- To comply with the school's Health and Safety policy and statutory requirements.
- To undertake any other duties not detailed above commensurate with the level of the post.



Personal Specification

Post Title: Student Support Officer

Method of Assessment

(MOA) AF Application Form

L Lesson

observation

I Interview

T Test or

Exercise

P

Presentation

Attributes tested by Application, Interview, Task and References	Essential E/ Desirable D	Method of assessment
Qualifications & Experience		
<ul style="list-style-type: none"> Educated to GCSE Level A*-C or equivalent in English and Maths Knowledge and experience of first aid and medical needs First aid qualification or ability to be a First Aider Up to date knowledge of statutory regulations and guidance relating to this post. Experience of using office software i.e. Microsoft Office Experience in a general administration environment Experience of reception work Experience of working in an educational setting Experience of using a school management information system such as SIMs. 	<p>E</p> <p>D</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>D</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF</p> <p>AF</p> <p>AF</p> <p>AF</p> <p>AF</p>
Skills and Abilities		
<ul style="list-style-type: none"> Excellent interpersonal skills, confident individual who can communicate in a professional manner Able to work alone or in a team, able to use initiative Excellent, administrative, IT skills, Word and Excel or equivalent systems Excellent organisational skills Ability to complete work to the required standards and to agreed deadlines Ability to develop and maintain effective working relationships with a wide range of people Demonstrates a flexible approach to work to enable effective delivery of service Ability to follow set procedures Ability to work within professional boundaries with all members of staff and visitors Ability to work calmly and effectively under pressure. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>T</p> <p>I</p> <p>T</p> <p>T/I</p> <p>T/I</p> <p>T</p> <p>T/I</p> <p>I</p> <p>T</p> <p>T/I</p>
Other Attributes		
<ul style="list-style-type: none"> Proactive, flexible and adaptable Excellent attention to detail and accuracy Good time management and the ability to prioritise workload Able to work under pressure and to deadlines, and produce accurate results Ability to adapt to changes in the workplace. Deep understanding and commitment to the safeguarding of children. Ability to form and maintain appropriate relationships and personal boundaries with students 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>I</p> <p>AF/T</p> <p>I</p> <p>T/I</p> <p>I</p> <p>I</p> <p>T/I</p>



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