



EDGBASTON
HIGH SCHOOL

Administration Assistant Senior School

Part-time
Term-time only
1 year Maternity Cover
Starting in January 2027





Faithfully Boldly Successfully

Our School Values

- Aspiration
- Courage
- Creativity
- Excellence
- Inclusivity
- Perseverance
- Responsibility

*Girls with
Goals*

*Fearlessly
Female*

*Futures
without
limits*





EDGBASTON
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A proud legacy

Since 1875, Edgbaston High School has been proudly pioneering girls' education. As Birmingham's oldest independent girls' school, we have spent the last 150 years empowering generations of young women to learn fearlessly, grow with confidence, and shape futures without limits.

The School's governing body provides robust support and active encouragement for all aspects of the School's work and a recent ISI inspection found that leaders implement a well-planned curriculum which is matched carefully to the needs and abilities of pupils throughout the school.

The School site is very pleasantly situated next to the Botanical Gardens in the leafy suburb of Edgbaston, 1½ miles from the city centre.







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A diverse community

We nurture confident, considerate and intellectually curious young women at EHS. In a diverse, stimulating and supportive environment, we recognise every girl as an individual. We encourage each one to explore and develop her abilities – so she leaves us with the academic qualifications, personal values and social skills to succeed in a rapidly changing world.

Diversity and inclusion inspire everything we do. Our staff and pupils proudly embody the rich, vibrant tapestry of cultures that make Birmingham such a remarkable city. Together, we champion our differences and draw strength from them.

We encourage everyone to bring their whole selves to work because we value the strength that a truly diverse workforce brings to our school. We celebrate our differences and recognise the positive impact they have on our inclusive culture. This includes diversity of age, disability, gender identity and expression, religion, race, sex, sexual orientation, and socio-economic background.





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Facilities to inspire

Pupils' education from Nursery through to Sixth Form at EHS is supported by superb academic facilities in our large site, including:

- Fully equipped science labs
- ICT suites, individual iPads and interactive whiteboards supported by the latest apps and technology
- Well stocked libraries that inspire a love of reading
- Sports facilities - pool, gym and fitness suite, dance studio, floodlit astroturf, athletics track, cricket square, outdoor courts and sports pavilion
- Outdoor learning and play areas
- Art studios including graphic design, printmaking, ceramics and fine art facilities
- Fully equipped food preparation rooms
- DT and textiles studios with cutting-edge CAD/CAM devices and sewing machines
- Purpose-built Music School
- Drama studio
- The Octagon: large, purpose-built theatre seating up to 600 people, with full AV and lighting
- School allotment





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ISI Inspection 2026



“The pupils are respectful of individual differences and kind to each other...The school community is diverse, inclusive and respectful.”

“Pupils are resilient, embrace challenge and approach their education with confidence.”

“Staff provide regular opportunities for pupils to consolidate their prior learning, before deepening and furthering their knowledge.”

“Staff demonstrate considerable subject knowledge, which they use to plan and deliver stimulating lessons.”

“The school promotes pupils’ wellbeing, including their physical and mental health, carefully and effectively.”

“Leaders and staff work together closely to promote and maintain a robust safeguarding culture.”

“Staff respond quickly and compassionately to any concerns raised by pupils so that their emotional wellbeing is supported effectively.”



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Staff benefits

Financial

- ❖ Competitive salary
- ❖ Access to a staff pension scheme with highly attractive employer contribution rates and associated benefits
- ❖ Generous fee remission

Health and Wellbeing

- ❖ Annual flu jabs
- ❖ Onsite counsellors
- ❖ Use of gym & pool
- ❖ BHSF employee support package with confidential helplines, vouchers & discounts and a useful app

Development

- ❖ Forward-thinking, vibrant and friendly teaching and support staff who work together, sharing resources and ideas
- ❖ Well-resourced departments
- ❖ Regular CPD opportunities

Extras

- ❖ Free access to the Botanical Gardens for yourself and your family
- ❖ Free refreshments and lunches provided by our excellent catering team
- ❖ Free onsite parking
- ❖ "Scone Friday"

Every member of our staff plays a crucial role in upholding our high standards, and we welcome colleagues who share our values and our commitment to helping every girl thrive.
In return, all our staff can enjoy the benefits of being part of our community.



EDGBASTON HIGH SCHOOL

Working Hours (term time only):

10am – 2pm Monday to Thursday

9am – 4pm Friday (with 30 minute lunchbreak)

plus one Saturday per year to support Open Morning

Purpose of Job:

- To provide administrative support to staff.
- To provide Reception cover at specified times, acting as a first point of contact for visitors, parents, staff, students and telephone callers in a professional and courteous manner.
- To be punctual and adaptable.

Reprographics Responsibilities:

- To photocopy, laminate and bind material for staff as required.
- To keep the stationery cupboard and reprographics room tidy and well stocked:
 - Maintaining stock levels, ordering new stationery and taking deliveries when required;
 - Liaising with the IT department in arranging for the maintenance and repair of the reprographics equipment when required;
 - Ordering and controlling stocks of reprographic stationery and toner when required.
- To order teaching staff planners and diaries annually.

Reception Responsibilities:

- To operate the telephone switchboard, dealing with telephone calls and voicemails efficiently and politely.
- To mark absences in the registers when parents phone the school, and inform the relevant staff.
- To monitor and greet visitors in a polite and courteous manner:
 - Carrying out and recording relevant identification checks where necessary for visitors, and directing them to the relevant person;
 - Ensuring that all visitors sign in before entering the school buildings.
- To control entry to the school using CCTV and security doors/gates.
- To deal with students' enquiries.
- To operate the Yonder pouch system, ensuring it is locked and unlocked at specified times.

Job Description



Responsibilities while providing support to Admissions and Marketing Departments

- To liaise with staff in gathering and inputting approved information on to the website and into newsletters.
- To assist with general requirements and preparation for events and entrance examinations:
 - Packing prospectuses
 - Signage requirements
 - Filing
 - Correspondence
 - Preparing and printing certificates, booklets, programmes etc
- To meet and greet guests at open events when required, providing information about the School and ensuring they have a positive experience.
- To provide support with external relations.
- To provide occasional support with school publications.
- To support activities related to the Laurels Association.

General Responsibilities

- To carry out any other tasks at the reasonable request of the Deputy Head and Headmistress.
- To promote and safeguard the welfare of students you come into contact with.
- To be aware of and comply with all school policies and procedures.
- To be aware of and comply with all Health and Safety protocols and procedures.
- To be aware of, support and ensure equal opportunities for all, understanding the requirements of Equality and Diversity.
- To contribute to the overall ethos/work/aims of the school.
- To participate in training and other learning activities and performance development as required.

This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.



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Person Specification

Qualifications/Professional Development

- A good standard of educational achievement
- First Aid certificate not essential but would be beneficial

Knowledge

- Sound understanding of safeguarding principles
- Sound understanding of data protection and confidentiality
- Understanding of Health & Safety and fire evacuation procedures

Experience and skills

- Experience of front-facing roles is essential
- Experience of working in a school would be beneficial
- Computer literacy with sound working knowledge and understanding of Microsoft applications is essential
- Experience of marketing/website-related software would be beneficial (training can be provided)
- Experience of using MIS applications or similar databases would be beneficial (training will be provided) of our system

Personal attributes

- Excellent telephone manner
- Friendly and professional manner
- Attention to detail
- Build and maintain positive relationships through effective interpersonal skills
- Strong organisational and administrative skills
- Sensitivity to others and the ability to work cooperatively
- Excellent communication skills to inspire, challenge, motivate and empower others
- Think creatively to anticipate and solve problems
- Ability to work under pressure, maintaining a sense of perspective and humour
- Ability to manage own time effectively, whether working independently or as part of a team
- Naturally demonstrate a 'can do' helpful attitude
- Reliability, integrity, resilience and tenacity
- Commitment, honesty and dedication
- Wholehearted commitment to the School's vision and the life of a vibrant school community



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How to apply

This is a busy role which will change from day to day. We are looking for a team player who takes pride in high standards and assisting others. Self-organisation and a willingness to be flexible are essential!

It is a part-time role during term time only. Hours are 22.5 per week: 10am – 2pm Monday to Thursday and 9am – 4pm Friday (with 30 minute lunchbreak) plus one Saturday per year to support Open Morning. There is some flexibility over the start/finish times on Monday to Thursday, although you must be available to cover reception over the lunch period.

Experience of working within a school or college environment would be beneficial but is not essential as full safeguarding training will be provided as part of your induction.

At interview applicants must provide original documents to confirm their identity and right to work in the UK. They must also bring proof of qualifications relevant for the post. The documentation required by applicants is listed in the Recruitment Policy which is available on the school website and from the School.

The post is subject to a satisfactory enhanced DBS check (including a Barred List check), a satisfactory online check, a satisfactory medical fitness declaration and satisfactory references. Confidential references will be sought prior to interview.

Edgbaston High School is an equal opportunity employer.

Please note, we reserve the right to close posts and commence interviews at any time, once we have received sufficient applications. We advise you to submit your application as early as possible to prevent disappointment.

All members of staff are required to promote and safeguard the welfare of children they are responsible for, or come into contact with, and to adhere to, and ensure compliance with, the School's child protection procedures and staff guidance at all times.



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How to apply



You can apply via **MyNewTerm** (preferred method).

Alternatively, applications addressed to Clare Macro (Headmistress) should include the completed school application form (available [here](#)) and a covering letter of not more than 2 pages summarising your experience, qualifications and suitability for the role as outlined in the information pack. Please submit these to the HR & Compliance Officer, Corinna Gregory: recruitment@edgbastonhigh.co.uk

For more information about the School, please visit our [website](#).

The closing date for applications is 10am on Friday 23rd October 2026.

Interviews will take place at Edgbaston High School for Girls during the week beginning 2nd November. Successful candidates will be invited to a formal interview and will be asked to complete a practical task. There will also be an opportunity to tour catering facilities on the day.

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For all recruitment enquiries, please contact:

Corinna Gregory, HR and Compliance Officer
recruitment@edgbastonhigh.co.uk
0121 454 5831