



KING EDWARD VI CAMP HILL SCHOOL FOR GIRLS

Educational excellence for our City

Vicarage Road, Kings Heath, Birmingham, B14 7QJ
Girls' Selective Grammar School: 1112 on roll, with 365 in the Sixth Form
Headteacher: Ms K.Stevens
Telephone: 0121 444 2150
Email: head@kechg.org.uk

Curriculum & Educational Visits Administrator

Full Time, Term Time Only

Permanent

From September 2025

Hours: 36.5 hours per week, 8.00am – 4.30pm for 3 days a week and 8.00am - 4.00pm for 2 days a week with an hour for lunch (unpaid).

Scale: SCP 12-14, £27,711 - £28,624 pro rata. Actual Salary TTO £24,340 - £25,142

The Governors of King Edward VI Camp Hill School for Girls are seeking to appoint a well-organised, proactive, and efficient **Curriculum & Educational Visits Administrator** to support the smooth running of the school's academic and enrichment programmes. This is an exciting opportunity to join a successful and popular school in a key administrative role. The successful candidate will play a vital part in coordinating curriculum support and organising educational visits and the role requires excellent communication, attention to detail, and the ability to manage multiple priorities effectively.

Voted Sunday Times '*Secondary School of the Year 2025*' and '*State Secondary School of the Year for Academic Excellence in the West Midlands 2025*', King Edward VI Camp Hill School for Girls is part of the successful King Edward VI Academy Trust. Dedicated to enriching the lives of Birmingham's children, the Trust upholds a strong commitment to academic excellence and personal growth. At the heart of Camp Hill's ethos are its core values; respect, equality, compassion, and aspiration; defining a community where students are empowered to thrive and succeed.

Deadline for applications: **Monday 23rd June 2025 at 9am.**

Interviews will take place w/c Monday 23rd June 2025.

Please download an application pack from our website: <https://www.kechg.org.uk/our-school/vacancies> or by contacting Amber Ashraf a.ashraf@kechg.org.uk

Completed applications should be addressed for the attention of: Ms K. Stevens, Headteacher.

The Schools of King Edward VI in Birmingham is an educational charity supporting eleven schools and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

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.

CHARITY NUMBER: 529051