



HR Manager

Permanent – Full time
GR4 SCP 23-31 (£32,076 – £39,186 pro rata)
Term-time only plus 10 days (flexible to meet needs of role)

Required to start as soon as possible

Holte School welcomes everyone. It is a calm and safe environment in which pupils learn well.
Pupils treat each other and adults with evident respect'

Ofsted October 2023

We wish to appoint a highly experienced and pro-active individual to the post of Human Resources Manager. The successful postholder will join the school's Operations Management Team and work with, and support, the Strategic Business Manager in leading the Operations Team. They will have experience of a similar role and be able to ensure that the school meets all statutory employment, equality and health and safety obligations.

As this is a term time only plus 10 day role, the actual salary range is £29,658 – £36,232.

We are looking for a dedicated and committed person who will:

- Possess strong knowledge of HR policy and Employment Law.
- Be able to demonstrate a sound awareness of Employee Relations and HR best practice and procedures including safer recruitment, employment contracts, staff absence management, dealing with grievance, disciplinary and capability procedures and staff development.
- Lead on day-to-day HR provision, working collaboratively with the School Business Manager to ensure an efficient and effective service for all staff.
- Have strong communication and inter-personal skills and be able to influence, motivate and negotiate with other stakeholders and advise managers on school HR policy.
- Be confident, flexible and a strong team player
- Show initiative and be prepared to go above and beyond when necessary.
- Be highly organised with the ability to work well under pressure and possess excellent literacy, numeracy and attention to detail.
- Possess the appropriate CIPD or similar HR qualifications.
- Experience of working in a school or education environment would be an advantage but not is not essential.

We offer:

- A talented staff team who welcomes new challenges and are committed to supporting and developing colleagues and students.
- A supportive community and Governing Board.
- Quality continuous professional development.
- Opportunities to work in collaboration with partner schools, where available.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for the role.

Holte School is an oversubscribed, diverse, multi-racial, 11-18 community school and are one of only 8 schools across the country to be recognised as a 'National IQM Inclusion Champion' school. The school is on a shared site with both a primary and a special school. The school's ethos emphasises high quality teaching to achieve excellence and enable

our students to maximise their potential. We have the highest expectations around behaviour and standards, and this is achieved through working alongside passionate and dedicated colleagues who share this vision.

Our young people are proud of the school and their community, and have high aspirations that we see reflected in their conduct and engagement. We also actively promote staff wellbeing, supporting colleagues in what is a challenging yet rewarding profession.

Please take the time to read our latest Ofsted Report (October 2023) which can be found on our school website. We hope this inspires you to visit us, as it is only by stepping into our school and meeting our students and staff, that you are able to appreciate the special place we believe this school to be and discover what a great place this is to work and be inspired to join our hard-working students and supportive and ambitious staff. **Please arrange a tour of the department and school by contacting Cherise Hogan, HR Assistant, on 0121 566 4370.**

For further details and an application form, please download information from www.holte.bham.sch.uk **Vacancies** page. A completed **non-teaching** application form, recruitment monitoring form and supporting statement should be returned to hr@holte.bham.sch.uk

Closing date: Wednesday 25th September 2024 at 10 am. It is anticipated that interviews will take place soon after the closing date.

Holte School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Successful candidates will be subject to all necessary pre-employment checks in line with the KCSIE guidance, including an enhanced DBS; Prohibition check; Childcare Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work. All applicants will be required to provide two suitable references. It is a requirement for all shortlisted candidates to complete a self-declaration of their criminal record and to undergo a general online search carried out by the school.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the DBS filtering guide.