



# HOLTE SCHOOL

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Birmingham B19 2EP

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*“Dedicated to  
learning as the  
foundation for life”*

10<sup>th</sup> September 2024

Dear Applicant,

**Re: HR Manager**

Thank you for your enquiry and interest regarding the above vacant post.

The enclosed pack provides you with some information about the school, an application form, job description and person specification. A copy of the School's Safeguarding and Child Protection policy is available on the website and applicants will be expected to have read it prior to the interview.

In all cases, a criminal record check via the Disclosure & Barring Service (DBS) is required before taking up a post in the school. The necessary evidence for verification would need to be provided when you attend for interview, including the 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.

It is a requirement when completing the application form that you provide the names and addresses of two referees. At least one must be your current employer and contact at your last post working with children. Current or previous employers will be contacted as part of the verification process of pre-appointment checks. References must be received before an interview, which will take place before an interview panel.

The closing date for applications is **Wednesday 25<sup>th</sup> September 2024 at 10 am** and it is anticipated that interviews will take place shortly afterwards.

In the interests of the economy, no further correspondence will be sent to you unless you are invited for an interview. I, therefore, take this opportunity of thanking you for your application and the interest you have shown.

If you require more information about this post or would like to visit the school before submitting an application, please feel free to contact the HR department on 0121 566 4370 or email [hr@holte.bham.sch.uk](mailto:hr@holte.bham.sch.uk).

Yours faithfully

Mrs E Cashmore  
School Business Manager

*Headteacher: Mr S Adams*



Outstanding  
Leadership  
Team Award  
Winner  
Holte School  
TES Awards 2011

