



HOLTE SCHOOL

Wheeler Street, Lozells
Birmingham B19 2EP

Tel: 0121 566 4370

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Email: enquiry@holte.bham.sch.uk

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

10th June 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 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 **Monday 24th June 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.

Yours faithfully

Miss M Collins
HR Manager

Headteacher: Mr S Adams



Outstanding
Leadership
Team Award
Winner
Holte School
TES Awards 2011





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: Monday 24 June 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.

HOLTE SCHOOL

JOB DESCRIPTION

JOB TITLE: HR Manager

SALARY SCALE: Grade 4, Points 23-31 as determined by Birmingham City Council

1. JOB PURPOSE

- 1.1. To support the Business Manager to provide an efficient, effective and professional HR Support Service to the Headteacher and partner schools.

2. DUTIES & RESPONSIBILITIES

Under the direction of the Business Manager –

- 2.1. Day-to-day management of staff attendance including cover for absences and training course attendance as necessary
- 2.2. Coordination of the school's Leave of Absence scheme and support of the administration of the annual leave scheme
- 2.3. Monitoring and supporting moderation of support staff Performance Management
- 2.4. Annual review of Job Descriptions and Person Specifications to ensure roles deliver the service needed for the school's development
- 2.5. Manage all recruitment campaigns as required including designing adverts, Job Descriptions and Person Specifications
- 2.6. Investigation, preparation and presentation of all papers in relation to grievances and discipline cases
- 2.7. Assist with the provision of suitable HR policies for staff, writing and consulting on new documents
- 2.8. Preparation of all documents in relation to employees' employment for school and LA including the schools HR information system.
- 2.9. Day-to-day management of DBS checking procedure including discussions with staff about positive disclosures within legal guidelines.
- 2.10. Manage maternity leave and risk assessment
- 2.11. Supporting, negotiating and communicating with the Unions with regard to employee issues
- 2.12. Resolve any pay queries and liaise with the LA's HR and payroll service
- 2.13. Assist with Occupational Health requests, including participating in the management of long-term and repeated short-term absences
- 2.14. Ensure appropriate performance management policies are adhered to; advising on competency/capability issues.
- 2.15. Assist with the development of a training plan for all employees and the delivery of that plan, including delivery of appropriate training courses when appropriate.
- 2.16. Work with relevant members of the leadership team to organise training onsite
- 2.17. Undertake staff inductions
- 2.18. Monitor probationary periods for all new staff and secure recommendations for future employment

- 2.19. Ensure the School Workforce Census is completed
- 2.20. Provide manpower reports in relation to recruitment/turnover, absences and cover costs
- 2.21. Contribute to outreach work as required.
- 2.22. Provide Senior Leadership Team with statistical data as requested and present the data at SLT meetings as required
- 2.23. Provide managers with support in dealing with staff issues
- 2.24. Support the Headteacher and Business Manager as required
- 2.25. Any other duties as commensurate within the grade to ensure the smooth running of the school
- 2.26. To undertake Mental Health Awareness training and to have a good understanding of the school's Mental Health Policy and procedures to be able to support wider school wellbeing strategies. To identify ways to streamline workloads and support a culture and ethos of wellbeing within the department in line with the whole school wellbeing strategies.

3. SUPERVISION RECEIVED

- 3.1. Supervising Officer's Job Title: Strategic / School Business Manager

4. LEVEL OF SUPERVISION:

- 4.1. Left to work within established guidelines subject to scrutiny by supervisor.

5. SUPERVISION GIVEN: (excludes those who are indirectly supervised i.e. through others)

- 5.1. HR Assistant(s)

6. SPECIAL CONDITIONS

- 6.1. None

7. OTHER INFORMATION

- 7.1. The post is full-time, 36.50 hours per week, all year-round.
- 7.2. Payment will be on the Grade 4, Points 23-31 as determined by Birmingham City Council.
- 7.3. Hours for support staff are 0830 to 1618 hours, with 30 minutes break for lunch.

8. REVIEW AND AMENDMENT

- 8.1. This job description is normally subject to annual review. It may be amended at the request of the Headteacher or the postholder but only after full consultation with the postholder.

Job Description issued, after consultation by the Headteacher	Signature of Headteacher
Dated	
Copy received by Postholder	Signature of Postholder
Dated	

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PERSON SPECIFICATION

HR Manager

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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	ESSENTIAL	MOA
QUALIFICATIONS AND TRAINING	GCSE Grade C or equivalent in English Language and Maths.	AF/C
	Level 5 CIPD or equivalent HR qualification or Level 3 depending upon experience gained.	AF/C
SKILLS AND ABILITIES	Ability to work independently demonstrating initiative and pro-activity.	AF/I
	Ability to contribute to HR policy development.	AF/I
	Ability to analyse and interpret complex and personal information and suggest solutions.	AF/I
	Good time management skills.	AF/I
	Ability to deal with difficult situations.	AF/I
	An ability to fulfil all spoken aspects of the role with confidence through the medium of English’.	AF/I
	Ability to communicate difficult messages in an appropriate manner.	AF/I
	Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date.	AF/I
	Ability to show sensitivity and objectivity in dealing with confidential issues.	AF/I
	Ability to build strong relationships and to be self-reflective.	AF/I
Evidence of a strong ability to present and write reports succinctly.	AF/I	
KNOWLEDGE AND EXPERIENCE	A sound knowledge of Human Resource management.	AF/I
	A sound knowledge of a range of computer applications including school management systems (SIMS).	AF/I
	Knowledge of Disciplinary and Grievance processes (experience of conducting investigations).	AF/I
	Knowledge of relevant Employment legislation.	AF/I
	Knowledge of Health and Safety legislation.	AF/I

	Considerable experience of recruitment and selection including safer recruitment practices.	AF/I
	Experience of computerised HR information and payroll systems.	AF/I
	Experience of dealing with employee attendance issues and undertaking formal attendance management meetings.	AF/I
	Experience of developing and maintaining efficient record keeping systems.	AF/I
	Experience or understanding of school cover arrangements.	AF/I
	Experience of public sector HR.	AF/I
	Experience of HR record keeping including data protection requirements.	AF/I
	Experience and knowledge of safeguarding.	AF/I
	Be able to demonstrate a sound awareness and understanding of Keeping Children Safe in Education statutory guidance.	AF/I
PERSONAL/ OTHER QUALITIES	To be committed to the school's policies and ethos.	AF/I
	Must be able to demonstrate a pro-active and forward-thinking approach to all aspects of the role and working with other stakeholders.	AF/I
	Have a flexible, creative approach to work, and be able to deal with conflicting pressures.	AF/I
	Be willing to work flexibly and is reliable and trustworthy.	AF/I
	Be able to build strong professional relationships with staff.	AF/I
	Possess integrity, optimism, resilience, calmness and a sense of proportion.	AF/I
	Ability to use authority and maintain discipline.	AF/I

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.