



Inspiration & Excellence



Welcome to Bishop Vesey's Grammar School

WHO WE ARE

Bishop Vesey's Grammar School is a historic yet forward-looking community, founded in 1527.

For nearly 500 years, we have combined strong academic tradition with a commitment to service, character and opportunity, evolving with each generation.

From our origins under Bishop John Vesey to our outstanding modern academy, we are proud of our rich heritage, vibrant community and the achievements of our pupils past and present.

VISION

Our mission is inspiration and excellence. We want all our learners, irrespective of background, to be scholars, well equipped for life beyond school, with a deep knowledge, understanding and life-long enthusiasm for the subjects they are studying.

Through our curricular and extra-curricular provision, we want to develop students of excellent character, responsible global citizens, who will make the world a better place through their kindness, thoughtfulness, confidence and resilience.

Founded in 1527, our mission is to strive for inspiration and excellence in everything that we do.



VALUES

- Inspirational teaching and outstanding learning.
- Academic excellence, a spirit of enquiry and curiosity.
- Enrichment opportunities building leadership, independence and resilience.
- A warm, outward-looking and supportive community celebrating and promoting diversity and equality, actively anti-discrimination.





OUR HR DEPARTMENT

The Bishop Vesey's Grammar School HR Department is a small, professional team made up of the HR Manager and the HR Assistant, working together to deliver a comprehensive, compliant and people-focused HR service across the school. Led by the HR Manager, the department oversees the full employee lifecycle—from recruitment and selection, pre-employment checks and onboarding, through to payroll administration, policy management, performance development and staff welfare.

The HR team is responsible for maintaining accurate records, ensuring safeguarding and statutory compliance, supporting managers with HR procedures, and liaising with external agencies such as payroll, pensions and occupational health. Alongside these operational duties, the HR Department plays a key strategic role by providing guidance to senior leaders and the Board of Governors, producing HR data and workforce reporting, and upholding the school's values, professionalism and commitment to staff wellbeing.



“Not only has BVGS accepted my son with open arms. but each teacher has also made him feel safe, treated him as an individual and encouraged him.

I've never known my son so happy, so confident, so enthusiastic and well balanced!”

Parent of Current Year
10 Student



HR Manager

Required April 2026

Scale PO2

Points 29 - 32

£39,862 - £42,839

We have an exciting key vacancy of HR Manager in our inspirational and inclusive school. The successful candidate will share our aspiration to excellence and work closely with the Headteacher and Finance & Operations Director. We are a happy and thriving school committed to excellence, equality, diversity and inclusion. We welcome colleagues from all backgrounds into our community. Academically, BVGS is one of the leading state schools in the country.

We are looking for someone to provide an efficient and professional HR Service to the Headteacher, Senior Leadership Team and Board of Governors. This is a full-time role working all year round; however term time working can be considered.

Duties will include:

- Providing advice and guidance on all HR related matters including HR casework & employee relations
- Leading on recruitment and selection
- Undertaking pre-employment checks
- Leading on transactional HR administration throughout the employee life-cycle
- Maintenance of HR recording systems in accordance with GDPR
- Production and revision of HR policies
- Preparing papers and participation at Board of Governor Committee meetings
- Maintaining the Single Central Record
- Producing the School Workforce Census
- Line Manager for the HR & Finance Assistant and Senior Lunchtime Supervisor
- Managing Support Staff Performance Development

Do you have:

- The CIPD Level 5 or Level 7 or an equivalent qualification?
- GCSE Grade 9-4 (A-C) in English and Maths or equivalent?
- In depth knowledge of current employment legislation and HR best practice?
- Experience of child protection issues and a commitment to safeguarding students and staff?
- Substantial experience of working in a HR advisory and transactional administrative environment?

Bishop Vesey's Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check together with Identity, Right to Work, Prohibition Order, pre-placement medical and verification of qualification checks are requirements for this post.

We will carry out an online search about you for information that is publicly available online. This will include social media accounts you may hold. This will only be carried out on shortlisted candidates and before interview. This processing of data will be conducted under the legal basis of Article 6(e) public task in line with the guidance laid out in para 221 of Keeping Children Safe in Education (KCSIE) 2023. Any data collected during this search will be retained in line with our retention schedule which is available on request. You are encouraged to read our safeguarding policy which can be found on our website.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>



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Are you:

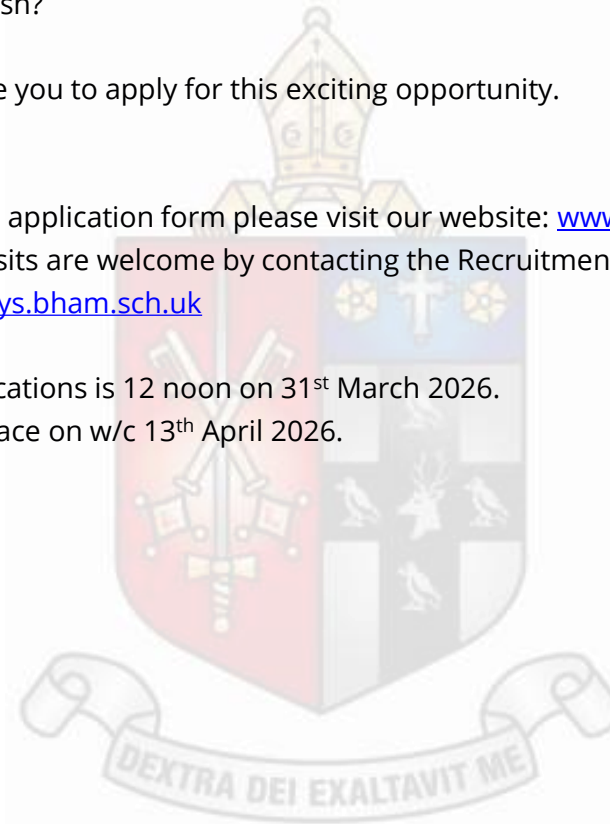
- Proactive, self-motivated, organised and intuitive?
- Accurate and methodical, with the ability to cope with conflicting demands and deadlines?
- An excellent communicator with the ability to support colleagues in a positive way?
- Wanting to be part of a warm, outward-looking community, which celebrates diversity and is supportive and collaborative?
- Able to converse at ease with parents/carers/students and members of the public and provide advice in accurate spoken English?

If so, we would encourage you to apply for this exciting opportunity.

For further details and an application form please visit our website: www.bvgs.co.uk

Informal enquiries and visits are welcome by contacting the Recruitment Team at recruitment@bishopveseys.bham.sch.uk

- Closing date for applications is 12 noon on 31st March 2026.
- Interviews will take place on w/c 13th April 2026.



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