


Selly Park Girls' School

5 Selly Park Road, Selly Park, Birmingham, B29 7PH

Tel: 0121 472 1238 Email: enquiry@sellyparkgirls.org www.sellyparkgirls.org

Head Teacher: Mrs L T Darwood MEd, BSc, PGCE

 Find us on Twitter @sellyparkgirls



Human Resources Manager

Grade 4, £33,366 – £40,476 (scale point 23-31)

Salary will be pro rata for term time only

Full time/Part Time

Start date: As soon as possible

Are you a professional, reliable and self-motivated HR Manager looking for a position in an outstanding school full of well-behaved and hardworking pupils? We are looking to appoint a person to work alongside our existing administrative support team and lead on HR strategy to ensure a welcoming and safe environment for our staff and pupils.

Selly Park Girls' School is a high-performing, oversubscribed 11-16 school in South Birmingham with 820 students and a strong record of GCSE success. Regularly ranked among the top 10 Local Authority schools in Birmingham for student progress, we have consistently performed in the top 20% of schools nationally. We were named Secondary School of the Year (Birmingham School Awards 2022) and won the SSAT Educational Outcomes Award 2019 for exceptional student progress.

Rated good by Ofsted, our school is known for its high expectations, academic excellence, and innovative approach to education. We are looking for an enthusiastic, well organised individual with excellent communication skills and the ability to liaise effectively with fellow staff members in supporting the personnel needs of the school. You will be responsible for strategic leadership, day to day management and continuing development of the HR function within the school. Previous experience within a similar role working in a school environment would be beneficial but not essential.

You will lead on supporting the school's personnel development to ensure the smooth running of the school's workforce operations, meeting the needs of the relevant stakeholders in a timely, accurate and efficient manner. Your application should include evidence of your skills and competencies as detailed in the job description. If you believe that you have the necessary skills to fulfil this role effectively, please complete the application form on our website. The appointment will be subject to an Enhanced DBS, medical clearance and suitable references will need to be provided.

Applications can be found on My New Term, TES, Indeed or Selly Park Girls School website.

For informal enquires please reach out via recruitment@sellyparkgirls.org

Closing date for applications: Wednesday 25th June 2025

Interviews: w/c 30th June 2025



Selly Park Girls' School

5 Selly Park Road, Selly Park, Birmingham, B29 7PH

Tel: 0121 472 1238 Email: enquiry@sellyparkgirls.org www.sellyparkgirls.org

Head Teacher: Mrs L T Darwood MEd, BSc, PGCE

 Find us on Twitter @sellyparkgirls



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 this role. Selly Park Girls' 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 is required for all successful applicants. We are a socially inclusive and equal opportunities school and committed to actively promoting equal opportunities for all our students and staff.



2019-2022