



# APPLICANT INFORMATION PACK

**Bordesley Green Girls' School & Sixth Form**  
**School HR Manager**

January 2026



## **Letter from Headteacher**

January 26

We are delighted you are interested in joining the Team at Bordesley Green Girls' School & Sixth Form.

Bordesley Green Girls' School is a vibrant 11-18 school at the heart of the community. We pride ourselves on providing a truly inclusive education, enabling all staff and students to reach their full potential. Our most recent Ofsted report (April 2022) rated our school as 'Good'.

It is an exciting time to join Bordesley Green Girls' as we are now in year two of our ambitious strategic plan. We are proud of the school's achievements and values and look forward to continuing with the excellent progress made in recent years to make this a truly outstanding school.

At the heart of our philosophy is our BGGS school motto: Bringing Girls Greater Success. We care about the progress our students make and are committed to their success. Each student has access to a broad and balanced curriculum and a wealth of experience and opportunities. We aim for every student to grow in confidence and knowledge, leaving us prepared for responsible adulthood, becoming future leaders and having a positive impact on the community.

All our staff work tirelessly to create an atmosphere where the students can perform at their best. Our priorities are to develop innovative and inspirational teaching and learning to ensure our students become effective, independent learners. This approach undoubtedly has led to excellent outcomes both at GCSEs and at Level 3 qualifications.

We celebrate attitudes and attributes by promoting our RESPECT values: at Bordesley Green Girls' our students are Resilient, Enterprising, Student leaders, Polite and respectful, Engaged in learning, Confident communicators and Team players.

Our leadership team is very strong. Each member of the leadership team has key roles and responsibilities. We have made great progress by working together, transparently, flexibly and honestly.

All key stakeholders have a voice and as a school we are approachable and listen to their concerns or thoughts about the school. Community support is a huge strength of the school and we have a growing range of partnerships with universities, colleges and successful businesses.

Our Governing Body has highly esteemed academics on the board as well as finance and safeguarding experience from leading practitioners in their field. Together, the Governors, the Senior Leadership Team and staff all work in harmony to deliver a great education for our students.

We encourage applications from colleagues with a diverse range of skills and experience. We work hard and we celebrate our achievements. We are a school which wants our staff to succeed every bit as much as our students. We are committed to professional development of our staff.

Wishing you good luck and we look forward to receiving your application.

A handwritten signature in black ink that reads 'Pritpal Hyare'.

**Ms Pritpal Hyare  
Headteacher**



## **School HR Manager**

**Salary: Grade C (Subject to evaluation under BCC Equal Pay Programme)**

**Full time; Term Time plus 10 days**

**Permanent**

**To start as soon as possible**

The Governing body are seeking to recruit a reliable and flexible person to join Bordesley Green Girls School and Sixth Form. You should have great communication skills and be able to converse confidently with students, staff and parents. Excellent timekeeping and attendance are an essential requirement for this role.

The HR Manager is responsible for providing an effective & confidential HR service to Senior Leadership Team and staff at the Bordesley Green Girls' School & Sixth Form, to work flexibly across the school and projects as required.

We are seeking to recruit a dynamic, skilled and organised HR Manager to deliver an efficient high-quality service to all employees and stakeholders in line with the School's strategy and policies.

Under the direction of the Strategic Business Manager you will be:

- Responsible for the day-to-day operation of the HR function for the school ensuring compliance with all necessary legislation and best practice.
- To support Senior Leadership Team in all aspects of people management.
- Responsible for supporting the school with recruitment needs.
- To liaise with the school's HR consultants as required.

Our ideal candidate will have:

- Excellent interpersonal skills
- Excellent communication skills with a "can-do" attitude
- An ability to work within a team and independently
- Excellent time management and organisational skills
- Excellent IT Skills, including excel and word etc

What we will offer you:

- a supportive and caring culture
- a knowledgeable and friendly Team
- active CPD and generous coaching/line management support
- wellbeing support including 24/7 Employee Assistance Programme/confidential counselling, access to wellbeing advice, flexible working culture
- access to generous benefits, such as pension scheme (LGPS)

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.



Informal visits can be accommodated. Please contact via the Main School office on 0121 464 1881 to arrange this.

An applicant information pack and application form can be downloaded from our website at [www.bordgrng.bham.sch.uk](http://www.bordgrng.bham.sch.uk).

**We regret that we are unable to accept CVs.**

Interested candidates should email their completed application form to [wmercer@bordgrng.bham.sch.uk](mailto:wmercer@bordgrng.bham.sch.uk) by the closing date: **12 noon on Monday 2<sup>nd</sup> February , 2026.**

If you have not received a response within 10 working days of the closing date, then please assume that your application has not been shortlisted on this occasion.

An online search will be carried out on short-listed candidates to help identify any incidents or issues that can be discussed at interview.

***Bordesley Green Girls' School and Sixth Form School is committed to the safeguarding and welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS clearance is required for all successful applicants. This post is exempt from the Rehabilitation of Offenders Act 1974***





## **Our School**

Bordesley Green Girls' School is an 11-18 multicultural, inclusive comprehensive school situated on the eastern side of the City of Birmingham. We have 968 students on roll, including 324 in the Sixth Form, 62.9 full time equivalent (FTE) teaching staff and 45.8 FTE support staff.

## **Visions and Values**

Our school will:

- Provide a learning environment
- Deliver a rich curriculum
- Offer a whole-school experience
- Develop partnerships
- Offer an enrichment programme
- Be a safe place to learn

We will be a learning community founded on:

- Respect
- Collaboration
- Ambition

Our students demonstrate our core values by being:

- Resilient
- Enterprising
- Student Leaders
- Polite and respectful
- Engaged in learning
- Confident communicators
- Team players

## **What you will get in return from our School**

Professional development is key to our ongoing success, so we invest in your development through training, mentoring and progression opportunities through apprenticeships and other routes.

We also offer An Employee Assistance Programme and employee benefits package

Competitive pension scheme (Local Government Pension Scheme)



## **Curriculum Arrangements**

We are very proud of the breadth and depth in our curriculum for all our students.

The curriculum is delivered through the taught curriculum and the enrichment curriculum. Learning happens in lessons, form-time, assemblies, games, educational visits, enrichment and enterprise days, school productions, and community work.

Throughout the curriculum, our students have regular opportunities for learning beyond the classroom through enriching learning experiences and extra-curricular activities.

Our inclusive curriculum is personalised to the needs of our students, and regardless of ability, each student is supported but also challenged in their learning.

The timetable for the school is based on a two-week cycle and comprises of a 25-period week with five periods per day, each period lasts 60 minutes. Lessons can be either single or double periods (usually sixth form lessons and double periods).

## **The Curriculum at Key Stage 3**

Our three-year KS3 programme of study ensures that there is no narrowing of the curriculum. Students secure depth of knowledge and skills and are prepared for an inspirational and challenging KS4. Students are taught in five teaching groups per year in most subjects: one class of high prior attainers and four mixed ability classes

The Key Stage 3 curriculum: English, Mathematics, Science, PE, RE, PSHE, Design Technology, Art, Computing, French, Geography, History, Drama, Music and a second language (Arabic, Spanish or Urdu).

## **The Curriculum at Key Stage 4**

In our Key Stage 4 Core curriculum, all students study English, Mathematics, Science (Separate or Combined Science), PE, RE and PSHE. At Bordesley Green we encourage our students to study a diverse option and the full range of English Baccalaureate subjects: our EBacc entry rate is consistently over 85%.

In addition to the core curriculum all students will choose up to four option subjects:

One language (Arabic, French, Spanish or Urdu),

A humanities subject (either Geography or History) and

Any combination of further two subjects from Art, Business, Computer Science, Design Technology, Health and Social Care, Hospitality and Catering, Music and Sport studies.

## **The Curriculum in the Sixth Form**

We currently offer a wide range of courses at Bordesley Green Girls' and are confident that students can choose combinations of courses on which they are most able to succeed.

Students can enrol on 3 different pathways: A Level programme of study over two years, Level vocational and technical programme of study over two years, or Level 2 BTEC study over one year alongside retaking GCSE Mathematics and English. Most A Level students will study three A levels, with some more able students taking four A Levels or an Extended Project Qualification. Enrichment



is an important part of our KS5 curriculum: students are able to choose from a range of activities including sports, arts and STEM projects.

For further information about the Curriculum Arrangements, please visit the following link:  
<http://www.bordgrng.bham.sch.uk/Curriculum/ and BGGS Sixth Form Prospectus.pdf>

### **Outcomes**

Bordesley Green Girls' School & Sixth Form has enjoyed success in its Key Stage 4 and Key Stage 5 examinations. Across most of the headline measures our outcomes have continued to improved year on year. There has been a significant increase in the number of students achieving grades 4+ in Maths & English and 5+ in Maths and English in the past 3 years.

The Progress 8 scores have continued to improve and put us in the significantly above average category.

### **Outcomes at Key Stage 4**

- Students consistently make excellent progress at BGGS: Overall Progress 8 +0.6 in 2024 was significantly above the national average
- The percentage of girls attaining the strong pass, grades 9-5 in Maths and English in 2024 was 46.9%
- There is no gap between disadvantaged and non-disadvantaged girls
- Progress 8 for English was significantly above average in 2024 (0.94) and in the highest 5% of all schools

### **Outcomes at Key Stage 5**

- The A Level average grade in 2023 was C+, in line with the Birmingham average. The Level 3 vocational average grade was Distinction, above both national and Birmingham averages.
- The average point score in applied general and technical levels was in the highest 20% nationally in 2023 and 2024

### **Senior Leadership Team**

The roles and responsibilities of our SLT are detailed on our website:

<http://www.bordgrng.bham.sch.uk/Senior-Leadership-Team/>

### **Sixth Form**

Bordesley Green Girls' School became an 11-18 school in September 2011 admitting its first sixth form cohort. The sixth form was opened as a consequence of the school's "high performing" status and our Sixth Form has gone from strength to strength in this time. Applications exceed places each year.

### **The Hearing Resource Base (HRB)**

The school has a SEND resource base for the hearing-impaired students named the HRB with a staff of: 1 full time and 2 part time Teachers of the Deaf and 2 full time Teaching Assistants. HRB students



receive in class support from both Teachers of the Deaf and Teaching Assistants. Students may be withdrawn to the HRB for specialist pre/post tutoring, subject based interventions and speech and language developmental work

We currently have 12 deaf students from year 7-12. All students have a severe to profound hearing loss and the majority have cochlear implant processors. All students use radio aid systems in class to communicate with mainstream staff and use speech or a combination of speech and BSL (British Sign Language).

For further information please look at our HRB page on the school website, which will give you further details about our provision. We have also produced an in-depth video of our day to day running of the HRB. <http://www.bordgrng.bham.sch.uk/Video-about-the-HRB>



## Job Description

### School HR Manager

Job Details	
<b>Grade</b>	(Grade C, subject to evaluation under BCC Equal Pay Programme)
<b>Job Evaluation Number</b>	TBC
<b>Directorate</b>	Children & Families
<b>Division</b>	Schools
1.0 Portfolio Responsibilities	
<p>This job manages comprehensive HR operations including recruitment, staff records, payroll queries and statutory compliance requirements. Developing and implementing workforce plans, HR policies and employee relations casework while providing guidance to managers and staff. Overseeing staff training and development programmes, line manages administrative staff and maintains critical systems including safeguarding records.</p>	
2.0 Key Responsibilities (WHAT DO WE EXPECT THIS ROLE TO ACHIEVE)	
Staffing & HR	
<ul style="list-style-type: none"><li>Managing cover arrangements for staff absence including liaising with agencies for supply staff.</li><li>Managing the confidential handling of all staff records, files and processes, including absence records, maternity and paternity leave, induction, probation reviews, performance management, training records, job descriptions and risk assessments.</li><li>Managing and resolving staff pay queries.</li><li>Ensuring the school's Single Central Record is maintained and DBS checks for new and existing staff and visitors are administered, in line with statutory guidance.</li><li>Producing and issuing HR letters and correspondence including variation to contract letters, maternity, holiday entitlement and occupational health referrals.</li><li>Producing reports, data analysis and statutory returns as needed including the School Workforce Census.</li><li>Managing processes for starters, leavers and general employment matters, liaising with HR and Payroll providers as required and processing all staff contractual changes.</li><li>Managing staff absence, staff attendance procedures and recording of staffing information such as annual leave, TOIL, overtime and banked hours in line with BCC Pay Policy.</li><li>Developing and overseeing the plan for staff training, development and annual appraisal.</li></ul>	



<b>Recruitment</b>	
<ul style="list-style-type: none"><li>• Managing recruitment and selection processes, including preparing job descriptions and adverts, sending application packs, and arranging interviews.</li><li>• Requesting and verifying references, and ensuring completion of all employment background checks including DBS.</li><li>• Managing induction processes and new starter arrangements.</li></ul>	
<b>Employee Relations, Policies &amp; Procedures</b>	
<ul style="list-style-type: none"><li>• Developing and implementing plans, such as a workforce plan or HR Strategy, under the direction of the Headteacher, to support staff well-being, development and retention.</li><li>• Providing advice and guidance to day-to-day queries and concerns from line managers and employees.</li><li>• Providing support for HR case management including grievance, disciplinary, absence and performance, including conducting investigations, preparing reports and providing administrative support.</li><li>• Managing the review and development of HR policies and procedures in line with current legislation, under the direction of the Headteacher.</li><li>• Communicating with key stakeholders, including Trade Unions and the Local Authority, with regard to employee issues.</li><li>• Maintaining and developing key systems, processes and documents such as the Staff Handbook, the school MIS staffing information and personnel initiatives under the direction of the Headteacher.</li><li>• Ensuring the school has access to the most up to date versions of BCC HR policies, templates, documents and associated procedures.</li></ul>	
<b>Line Management Responsibilities</b>	
<ul style="list-style-type: none"><li>• The Job Holder will have direct line management responsibility for Lunchtime Supervisors.</li><li>• This will involve undertaking all aspects of line management including performance appraisal.</li></ul>	
<b>Special Conditions</b>	
Is Safeguarding Check needed?	DBS Enhanced Children



## Person Specification

Essential Criteria		
Method of Assessment (M.O.A): Application Form; Work Based Exercise; Interview; Qualifications;		
Presentation		
Qualifications	AF/I	Hold GCSEs or equivalent in English and Maths at grade C/4 or above.
Qualifications	AF/I	Hold a recognised business administration qualification, such as CIPD or equivalent demonstrable experience.
Experience	AF/I	Have substantial experience administering HR functions within a school or relevant setting.
Experience	AF/I	Have experience in employee relations casework including disciplinary and grievance matters.
Skills	I	Be proficient in using HR management systems, payroll software and school MIS platforms.
Skills	I	Be able to speak an appropriate standard of spoken English -Part 7 of the Immigration Act (2016).
Skills	I	Have excellent communication and interpersonal skills for managing sensitive and confidential matters with staff and line managers.
Skills	AF/I	Be skilled in drafting professional correspondence, reports and HR documentation to a high standard.
Other	I	Demonstrate a flexible and adaptable approach to supporting varied school operational needs.



Competency	I	Be able to promote and model working independently and working effectively as part of a team.
Competency	AF/I	Have the skills to manage end-to-end recruitment processes including safer recruitment procedures.
Competency	I	Be capable of handling sensitive employee relations matters with discretion and maintaining strict confidentiality
Competency	WBE	Be able to prioritise competing demands and meet critical deadlines, remaining calm under pressure.
Competency	I	Be capable of developing and implementing HR policies and procedures aligned to legislation.
Competency	I	Be capable of developing and implementing workforce plans and HR strategies .
Competency	AF/I	Be skilled in data analysis, report production and maintaining confidential personnel records accurately.
Knowledge	AF/I	Demonstrate comprehensive understanding of employment law, HR policies and statutory compliance requirements.
Knowledge	I	Understand safeguarding requirements including Single Central Record maintenance and DBS administration procedures.
Knowledge	I	Be familiar with School Workforce Census requirements and statutory HR reporting obligations.
Training	I	Demonstrate a commitment to undertaking ongoing training and professional learning.

All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.



As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace. People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.

### Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in. Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together in order to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with this, everyone has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in the area.

- Work in a way that prevents and protects service users from abuse;
- To be aware of the signs of abuse or neglect;
- Recognise the signs of abuse and neglect; and -

Record and report any concerns or incidents.

Record and report any concerns or incidents.