



# Sutton Coldfield Grammar School for Girls

## Application Pack for HR Manager

Start date: **November/December 2026 (sooner if possible)**

Closing date for applications: **9.00am on Monday 7th September 2026**

Interviews to be held: **Friday 11th September 2026**

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Permanent post, term-time only

30 - 37.5 hours per week 8.00 am - 4.00pm

Alternative working patterns across 3-5 days considered

Full-time equivalent salary range: £41,771 - £49,282 (Pay Award pending)

Actual salary range: £37,687 - £45,493

*(dependent on skills and experience)*

Jockey Road, Sutton Coldfield, West Midlands, B73 5PT

Tel: 0121 354 1479 | email: [recruitment@suttcold.bham.sch.uk](mailto:recruitment@suttcold.bham.sch.uk)

[www.suttcold.bham.sch.uk](https://www.suttcold.bham.sch.uk) | [facebook.com/suttcold](https://facebook.com/suttcold) | [x.com/suttcold](https://x.com/suttcold)

Dear colleague,

Thank you for your interest in our vacancy of HR Manager. We are seeking a positive, proactive, team player with strong organisational and communication skills, to lead our HR team and ensure the delivery of an efficient, professional and people-centred service to the school community. In this broad and pivotal role, you will help shape best practice HR solutions across the employee lifecycle, while providing support and guidance on a wide range of employee relations matters.

This is an exciting time to join us. We are currently researching online HR systems to streamline processes, enhance data insight, and strengthen analytical capability. The postholder will be instrumental in leading this change to enhance the focus on strategic priorities and further strengthen the impact of our HR service. Our HR team is based in the School Business Office, made up of the HR Manager, Assistant HR Manager and HR Administrator. Employment law guidance and specialist HR advice is provided by an external firm, EPM, to ensure compliance with current legislation and best practice. This vacancy arises due to the retirement of the current post holder at the end of this academic year following 15 years' dedicated service to the school, with their selected replacement unable to take up the position due to an unforeseen change in circumstances.

Ranked as one of the top 50 best state secondary school nationally by the Sunday Times Parent Power Survey, we take pride in offering students an inspirational environment. We provide high-quality teaching and learning, strong pastoral support, and a wide range of extra-curricular opportunities within a caring environment that values character development and wellbeing.

Our students are highly motivated, have a thirst for knowledge and a desire to learn. Whilst we have a long history of excellent GCSE and A-level results, we provide students with so much more than mastery of examination syllabuses; we have a wide ranging and developing super-curricular offer. Our vision is for all students to have a love of learning, a positive and resilient approach with a strong sense of community. Every individual will be encouraged to be aspirational, prepared for their future, and inspired to make a difference. We are fortunate to have a highly skilled team of subject specialists whose depth of knowledge enriches our provision and supports exceptional outcomes for students. We have a stable workforce of 140 dedicated professionals which includes teachers, support staff, and our Senior Leadership Team. A significant proportion of our staff work part time, reflecting our commitment to developing flexible working patterns that support work-life balance and help us attract and retain talented professionals. Staff wellbeing is a central priority, guided by our Staff Wellbeing Charter. To ensure every voice is valued, we also hold a half termly staff forum where colleagues are encouraged to share ideas, raise concerns, and contribute to ongoing improvement across the organisation.

Our culture is one which celebrates the diversity of the school's intake and through the assembly, tutor time and Personal Development programme we build an understanding, kind, and respectful ethos. Our wide variety of extra-curricular activities enable students to develop their existing skills, discover new ones, and broaden their horizons. There are numerous opportunities including sport, music, drama, DofE, STEM, various student led clubs and many residential trips, including CERN, World Challenge expeditions to Tanzania and ski trips to Canada.

Our students are drawn from across the city of Birmingham, with many travelling long distances to be a part of Sutton Girls. These are exciting times for the school; we have fantastic results, and we continue to reflect on ways we can improve and support students to make further progress and realise their ambitions.

|                    | <b>GCSE<br/>Grades 9/8</b> | <b>GCSE<br/>Grades 9/7</b> | <b>Progress 8</b> | <b>A-Level<br/>Grades A*/ A</b> | <b>A-Level<br/>Grades A*/ B</b> |
|--------------------|----------------------------|----------------------------|-------------------|---------------------------------|---------------------------------|
| <b>August 2025</b> | 65%                        | 83%                        | N/A               | 53%                             | 77%                             |
| <b>August 2024</b> | 66%                        | 86%                        | 1.05              | 51%                             | 73%                             |

We are embedding a culture of development across the whole staff. There is a wide variety of CPD that colleagues can opt into, and growth mindset strategies and character development are central to our day-to-day activities as we continue to enhance our practices whilst maintaining staff and student well-being.

Please visit [our website](#) to find out more about life in our school and discover the opportunities we offer. This link to our [Summer 1 newsletter](#) gives you a flavour of what has been happening in school recently. Having joined Sutton Girls in September 2017, I can testify to the fantastic support offered to new staff, with the formal induction programme and buddy system alongside the daily informal help readily offered by colleagues to each other.

Thank you for taking the time to consider Sutton Coldfield Grammar School for Girls; we look forward to receiving your application.

Yours sincerely,



Dr B. Minards  
Headteacher



## Job Description - HR Manager

Sutton Coldfield Grammar School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

**Responsible to:** The Headteacher

### Job Purpose

- Lead the HR department to deliver a proactive, strategic, and professional HR service to the school community that fosters a positive working culture, ensures compliance with statutory and safeguarding requirements, and enables the school to meet its strategic aims.

### Operational and Strategic Duties

- Provide expert advice and practical support on all aspects of people management, including employment legislation, contractual matters, employee relations, performance, attendance, capability, change management and pay.
- Develop, implement, and regularly review HR policies and procedures to ensure they reflect best practice, promote consistency, and meet all legal and safeguarding obligations.
- Take responsibility for the Single Central Record, ensuring accuracy, compliance and alignment with the latest version of Keeping Children Safe in Education (KCSIE).
- Lead the proactive management of short- and long-term absence, including return to work processes, occupational health referrals, and timely action in line with policy trigger points.
- Provide staffing updates for the Governor's Welfare and Access Committee.
- Collaborate with the Senior leadership Team to plan future staffing requirements and create development pathways aligned with school needs.
- Manage staff investigations relating to conduct, capability, grievance, harassment, discrimination and whistleblowing, ensuring adherence to employment law, KCSIE, and internal safeguarding and disciplinary procedures.
- Keep up to date with developments in employment law and safeguarding guidance, advising senior leaders on implications for policy and practice.
- Support the Headteacher with union consultation, negotiations, and employee relations matters.
- Advise on the impact of changes to staff pay and conditions, liaising with external HR and legal advisers where appropriate.
- Provide effective line management to the Assistant HR Manager and HR Administrator, promoting professional development, and fostering a collaborative, high-performing team.

### Recruitment and Onboarding

- Lead the end-to-end recruitment process for teaching and support staff, ensuring a professional, efficient and safeguarding-compliant experience.
- Coordinate the review of job descriptions and person specifications, ensuring all job descriptions are updated in line with STPCD guidance, including any changes to TLR values, structures or responsibilities.
- Coordinate the development and posting of adverts and application packs for teaching and support staff vacancies, in collaboration with the Marketing and Communications Assistant.
- Ensure the HR team acts as the primary point of contact for all candidates, managing enquiries, coordinating informal school visits, and maintaining clear, timely communication throughout the recruitment process.
- Oversee shortlisting, interview scheduling, assessment task design and structured interview planning.
- Ensure all pre-employment checks are completed, including references, self-declarations, online checks, DBS, Right to Work, qualifications, medical clearance, Prohibition from Teaching, and Section 128 checks.
- Participate in interviews for support staff vacancies where required.
- Coordinate induction processes with line managers to ensure a smooth and supportive onboarding experience.
- Oversee probationary reviews for support staff, ensuring timely completion and follow-up actions.

# Job Description - HR Manager

## Payroll

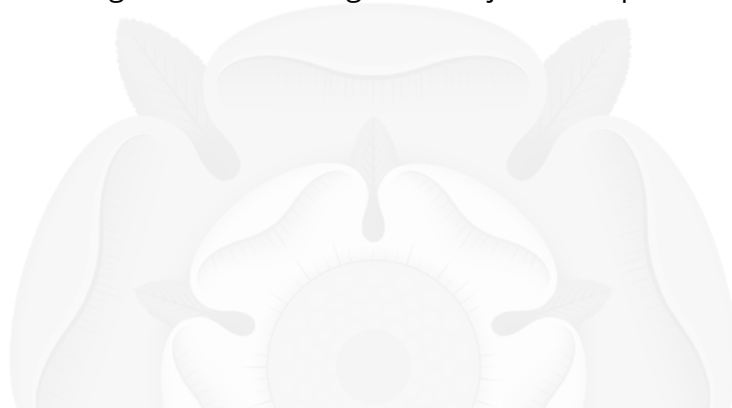
- Work with the Finance and Operations Director to ensure all payroll changes, including new starters, leavers, salary amendments, overtime, maternity, sickness and other adjustments, are processed accurately and submitted to the school's payroll provider within agreed deadlines.
- Manage the administration and renewal of staff benefit schemes.
- Advise the Headteacher on pay progression and coordinate the implementation of the national pay award for teaching and support staff, as applicable.
- Oversee annual increments and service-related adjustments (e.g. for support staff at 5 and 10 years of service), ensuring accurate documentation and timely submission.
- Manage pension and payroll-related queries from employees, ensuring accurate administration for the Teachers' Pension Scheme and Local Government Pension Scheme.
- Lead on pension automatic enrolment and compliance requirements.
- Conduct salary benchmarking and produce workforce data analysis for internal and external reporting.
- Ensure annual pay statements are produced and issued for all staff.

## HR Administration

- Ensure robust safeguarding checks are in place for all school volunteers, visitors and contractors, working closely with the front office team.
- Support the completion of the School Workforce Census in collaboration with the Data Manager.
- Ensure an accurate, regularly updated database is maintained to ensure all recorded duties align with the school's directed time budget.
- Oversee the HR database and systems, ensuring data accuracy and compliance with regulatory, census, employment and data protection requirements.
- Oversee the administration of leave of absence and holiday requests in line with school procedures.
- Administer processes relating to flexible working, maternity, paternity, shared parental leave, and other statutory entitlements.
- Oversee the timely preparation and distribution of offer letters, contracts, and documentation for any contractual changes during the employee lifecycle.
- Ensure performance management and appraisal processes are completed effectively, including the timely review of probationary periods.
- Ensure the staff training log is updated and maintained to support compliance and professional development.

## General

- Promote the agreed vision and aims of the school and set an example of personal integrity and professionalism.
- As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.
- This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Line Manager in consultation with the post holder. In these circumstances, it will be the aim to reach agreement on reasonable changes, but if agreement is not possible, management reserves the right to make changes to the job description following consultation.



## Person Specification

|                           | Essential Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Desirable Criteria                                                                                                                                                                                                                                                                                                                              |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Qualifications & Training | <ul style="list-style-type: none"> <li>• A good standard of general education, ideally qualified to at least A level standard (or equivalent), with GCSEs in Maths and English.</li> <li>• HR Qualification (CIPD level 5) or equivalent HR experience.</li> <li>• Safer Recruitment certification and training (or willingness to complete on appointment).</li> <li>• Understanding of data protection and confidentiality, and GDPR requirements.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>• CIPD Level 7 or working towards it.</li> </ul>                                                                                                                                                                                                                                                         |
| Experience                | <ul style="list-style-type: none"> <li>• Significant HR generalist experience across the full employee lifecycle.</li> <li>• Experience of working within the HR team of a school or education setting.</li> <li>• Experience advising senior leaders on complex HR matters.</li> <li>• Experience managing employee relations cases, including conduct, capability, grievance and absence.</li> <li>• Experience managing recruitment processes, including safer recruitment.</li> <li>• Experience leading or supervising HR staff.</li> <li>• Experience of payroll administration or working closely with payroll providers.</li> <li>• Proven track record of prioritising administrative workload and managing conflicting deadlines.</li> <li>• Experience using HR information systems and producing workforce data reports.</li> </ul> | <ul style="list-style-type: none"> <li>• Experience of HR management within a secondary school or similar organisation</li> <li>• Experience of managing payroll processes.</li> <li>• Experience of maintaining and auditing the Single Central Record.</li> </ul>                                                                             |
| Knowledge & Understanding | <ul style="list-style-type: none"> <li>• Strong understanding of UK employment law and HR best practice.</li> <li>• Knowledge of payroll processes, pensions (TPS/LGPS) and statutory entitlements.</li> <li>• Understanding of GDPR and data protection requirement in HR.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>• In-depth knowledge of safer recruitment, and safeguarding requirements (KCSIE).</li> <li>• Awareness of current issues affecting the education workforce.</li> <li>• Understanding of Teachers Pay and Conditions (STPCD), Burgundy Book, Green Book and school-based terms and conditions.</li> </ul> |

## Person Specification

|                    | Essential Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Desirable Criteria |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Skills & Abilities | <ul style="list-style-type: none"> <li>• Ability to provide clear, confident and legally sound HR advice.</li> <li>• Excellent communication skills, both written and verbal.</li> <li>• Ability to manage sensitive and confidential information with discretion.</li> <li>• Strong organisation skills and the ability to work calmly under pressure, prioritise effectively and meet deadlines.</li> <li>• Creative, with the ability to assimilate information quickly, analyse complex problems and generate novel and practical solutions.</li> <li>• Ability to lead investigations and produce high quality reports.</li> <li>• Ability to build positive relationships at all levels.</li> <li>• Competence in HR systems, databases, and Microsoft Office.</li> <li>• Ability to influence and support senior leaders.</li> <li>• Positive and driven with a flexible, can-do attitude.</li> <li>• Proficient in Microsoft Office, with experience in Outlook and Excel, and a keen interest in ongoing skills development.</li> </ul> |                    |
| Personal Qualities | <ul style="list-style-type: none"> <li>• Commitment to the ethos and values of Sutton Girls and achieving the best outcomes for all students.</li> <li>• High levels of integrity and commitment to safeguarding.</li> <li>• Commitment to equality, diversity and inclusion.</li> <li>• Resilient, calm and solutions focused.</li> <li>• Approachable, supportive and able to build trust.</li> <li>• Proactive, self-motivated and able to work independently.</li> <li>• Commitment to continuous improvement and professional development.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                    |

## What you can expect as a member of Support Staff at Sutton Coldfield Grammar School for Girls

Sutton Coldfield Grammar School for Girls is a vibrant school where there are endless opportunities for you to get involved in a range of activities, and where you will be well supported in taking any initiatives of your own. It is a place where you should always feel confident to try something new to enhance the learning environment.

### As a member of support staff you can expect:

- The opportunity to:
  - Join the Local Government Pension Scheme
  - Sign up to our Cycle to Work Scheme
  - Join the BHS Healthcare Plan
- Enhanced annual leave and concessionary days to all support staff (paid for term time only staff) as follows:
  - 26 days: Up to 5 years' service
  - 29 days: up to 10 years' service
  - 31 days: over 10 years' service
- In addition to Public Holidays, we also offer 4 concessionary days.
- On site car parking
- Individualised induction programme including the initial support of a Buddy
- Access to the National College providing on-demand CPD, workload-reducing tools, and a central system for tracking and evidencing professional learning
- Commitment to [staff wellbeing and mental health awareness](#)
- Access to flexible and family friendly policies and working practices
- Termly Staff Nominations – the chance for staff to pass on thanks and positivity
- Complimentary staff room drinks throughout the day
- Supportive colleagues
- Engaged and enthusiastic students

### As a member of the support staff, SCGSG expects you to:

- Act in accordance with safeguarding and child protection procedures
- Observe a smart, business-like code of dress
- Follow the school rules and codes of practice, including the staff code of conduct
- Ensure that students observe the rules and codes of practice
- Ensure your public attitude and behaviour gives positive messages to those around you
- Provide effective support for your colleagues
- Promote positive behaviour
- Develop and promote positive relationships
- Support the development and effectiveness of work teams
- Be aware of the aims of the school and the areas being developed in the current School Development Plan
- Reflect on and develop your own practice.

**At Sutton Coldfield Grammar School for Girls we work hard to promote an open and positive environment for teaching and learning. We look forward to your contribution as a member of staff to this rich culture.**

## How to apply

In order to apply for this post, please complete the online application on [MyNewTerm](#). The Personal Statement section gives you the opportunity to detail other relevant experiences, interests and skills. In this section please:

1. State your reasons for applying for this post.
2. Outline the experiences that you believe have prepared you for this post.
3. Describe the skills and strengths that you will bring to the school.
4. Outline your preferred working pattern.

Please note that the application form must be completed in full. It is not sufficient to substitute a C.V. for all or any part of the form.

Informal visits can be arranged between Tuesday 1st September and Thursday 3rd September, by sending a message on MyNewTerm. We appreciate that not all prospective candidates will be able to visit during the school day and are happy to arrange calls to answer any individual queries from Tuesday 1st September, the start of the new academic year. Shortlisted applicants will have a tour of the school on the day of interview.

**Deadline for Applications: 9.00am on Monday 7th September 2026.**

**Interviews will be held on Friday 11th September 2026.**

Candidates who have not heard from us by then should assume their application has been unsuccessful on this occasion.

## References

Please note that it is our practice to take up references before shortlisting for interview. If you would prefer us not to do so unless you are shortlisted, please indicate this clearly in your application. When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.



## Safeguarding

Sutton Coldfield Grammar School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to all necessary pre-employment checks. This includes enhanced DBS, barred list clearance, medical fitness, identity and right to work; and where applicable prohibition check, qualifications, certificate of good conduct and letter of professional standing from the regulating authority in the country in which the applicant has worked. An online search will also be carried out as part of due diligence on all shortlisted candidates.

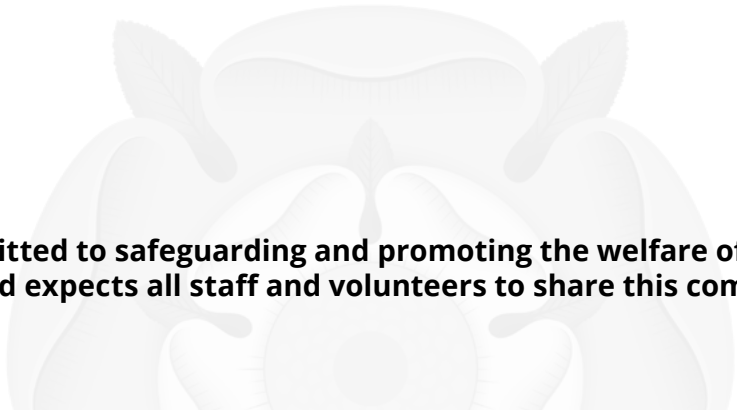
Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include specific comments on working with children and young people. All staff at the school have a responsibility to promote and safeguard the welfare of students at the school. In addition to the ability to perform the duties of the post the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- motivation to work with children and young people.
- ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- emotional resilience in working with challenging behaviours.
- attitudes to the use of authority and maintaining discipline.
- any relevant issues arising from references.
- any gaps in time not covered by details in the application form.

## Rehabilitation of Offenders Act

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. Please refer to our policy statement on the recruitment of ex-offenders.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement of the role.



**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

## Summary of Child Protection Information for Visitors and Volunteers

Sutton Coldfield Grammar School for Girls is committed to the highest standards in protecting and safeguarding the students entrusted to our care. Our school supports all students by:

- Promoting a caring, safe and positive environment within the school
- Encouraging self-esteem and self-assertiveness
- Effectively tackling bullying and harassment

We recognise that some students may be the victims of neglect, physical, sexual or emotional abuse. Staff working with students are well placed to identify such abuse.

In order to protect our students, we aim to:

- Create an atmosphere where all our students can feel secure, valued and listened to.
- Recognise signs and symptoms of abuse.
- Respond quickly, appropriately and effectively to cases of suspected abuse.

If you have a concern that a student is being harmed, is at risk of harm, or you receive a disclosure (intentionally or unintentionally), you must contact the following staff member as quickly as possible.

**Designated Senior Lead (DSL) and Single Point of Contact (SPOC) for safeguarding and child protection: Mr Neil Eaton.**

If this person is not available please contact

**Deputy DSL/SPOC:** Mrs Samantha Hart  
Mrs Lisa Neal  
Mrs Meg Mahoney  
Miss Rebecca Pegg  
Dr Barbara Minards

**Headteacher:** Dr Barbara Minards

Everyone working with our students their parents and carers should be aware that:

- Their role is to listen and note carefully any observations which could indicate abuse.
- They should not attempt to investigate once the initial concern is raised.
- They should involve the Designated Senior Person (DSL) immediately.
- If the DSL is not available the Headteacher or the Deputy DSL should be contacted.
- Disclosures of abuse or harm from students may be made at any time.

If anything worries you or concerns you, report it straight away. The main office will direct you to the appropriate member of staff to report your concerns. The school's Safeguarding and Child Protection Policy and procedures will form part of the induction for the successful candidate.

***The school's Safeguarding and Child Protection Policy and procedures will form part of the induction for the successful candidate.***

