



Operations and HR manager



Grade 4, Scale point 27 £35,745
24 hours per week term time only

Contact Email: recruitment@grnholm.bham.sch.uk

Closing Date: Friday 10th May

The Role

Greenholm Primary is a highly regarded, vibrant and inclusive 3 form entry school located in Great Barr that is built on an ethos that puts children at the heart of everything. We are really proud of all of our children; they are happy, confident, enthusiastic and an inspiration to work with. The school's close-knit and nurturing community is committed to a culture built on high expectations for all to achieve well and develop the Greenholm school values.

We are currently seeking a dedicated Operations and HR Manager to support the Head Teacher and Leadership Team in the effective leadership, management, and administration of our school. Working closely with the Finance Manager, this role encompasses all responsibilities of a school business manager. It encompasses a broad range of responsibilities, including oversight of the day -to-day running of the school with regard to HR, Premises and the smooth running and general development of school systems and procedures. The right candidate will recognise how their input plays an important role in ensuring children thrive, the school's vision and values are achieved, and high standards of integrity and professionalism are maintained.

Key Responsibilities:

HR

Provide oversight of HR functions and the management of the whole employee lifecycle so that the office team are effective in:

- General personnel matters, including conducting medical and DBS checks for new staff to ensure compliance, maintain both electronic and paper confidential staff records, including a high-standard single central record.
- Managing recruitment processes, from advert creation to organizing interviews for new staff appointments.
- Ensuring policies and procedures underpin smooth running and compliant HR procedures.

Premises

Work closely with the site manager to continue to develop the school site whilst ensuring it is well maintained and run, with due regard for school policies on health and safety.

Oversight of Admin procedures

Work closely with the office team to deliver administrative, secretarial, and clerical support in a well organised and effective manner.

Who You Are:

- A motivated and proactive individual with a background in HR and office management who enjoys the challenges of a varied role.
- Someone with a keen eye for detail, excellent organizational skills, and a talent for managing diverse tasks efficiently.
- A strong communicator who can liaise effectively with all members of our school community, from staff and governors to parents and external partners.
- Someone who is committed to the principles of equality, with a dedication to promoting and safeguarding the welfare of our pupils.

To apply please look through the recruitment pack, which contains all the information needed to apply, and submit an application form by Friday 10th May to recruitment@grnholm.bham.sch.uk