



# GREENHOLM PRIMARY SCHOOL

## Operations and HR Manager



Thank you for considering the opportunity to join our team to play an important role in ensuring the smooth running and ongoing development of Greenholm Primary School. We appreciate the time you're taking to consider this role and learn more about the school.

Enclosed within this pack you'll find relevant information, including:

- An overview of the school giving an insight into our vision, culture and values.
- A job advert outlining the responsibilities of the role.
- A job description and person specification, outlining the key competencies and qualities we're seeking in the ideal candidate.
- An application form, along with details of the application process.

We encourage you to look through this pack, visit our website for additional insights, and perhaps most importantly, come for a visit to our school. We are really proud of our children, who are happy, positive and confident, and a visit will give you the opportunity to see and experience the school properly.

Please contact the school office on 0121 464 6321 to arrange a suitable time.

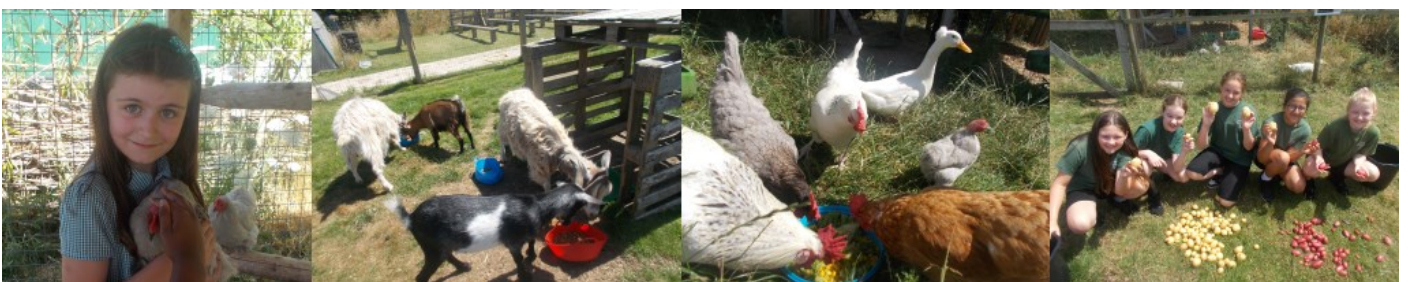
**To apply, please submit application forms by Friday 10th May to [recruitment@grnholm.bham.sch.uk](mailto:recruitment@grnholm.bham.sch.uk)**

Once again, thank you for your interest in joining our team.

Warm regards,

*James Bird*

Headteacher





**GREENHOLM**  
PRIMARY SCHOOL



## OUR VISION

At Greenholm we want **all** of our children to be happy, confident, motivated and ready for **success!**

### ENJOY

*All children happy, secure and connected.*



### EXPLORE

*All children exploring the world around them.*

### LEARN

*All children learning and achieving well.*

## OUR VALUES

**BE RESPONSIBLE** **BE KIND** **BE RESPECTFUL** **BE CURIOUS** **BE RESILIENT**



## About Us

### Welcome

Welcome to Greenholm Primary! We are a diverse team of children, staff and parents, each bringing their own unique backgrounds and experiences to produce a friendly and caring community that is committed to giving every child the very best start in life. This is evident to see in many different areas of school life!



### VALUING CHILDREN

Across all areas of the school, the staff team are committed to valuing each child, recognising their own individual qualities and personalities and building caring relationships which mean that everyone feels a part of the school community. We know that these relationships underpin and provide a firm foundation for children to thrive.



### VISION

At Greenholm we believe that children should be happy, confident, articulate and secure in all they do. We also believe that they should achieve high standards, make good progress and thrive in all areas- our role is to provide the environment, experiences and opportunities to ensure all this. We have recently begun a refresh of our vision and values as we look forward to continued school success and development.

### LEARNING

Learning is at the heart of all we do to make sure children are ready to succeed in the future. Our children would say that learning across the school is engaging and fun thanks to our curriculum and all the opportunities it provides for learning. We have a school farm and outdoor learning area, a strong focus on the creative and performing arts and well established links with organisations like the Hippodrome Theatre which provide a huge variety of trip and visits to enrich children's learning.



## THRIVING & HAPPY

In order for all to thrive, a strong emphasis is placed on supporting children as they move up the school to develop increasing social skills and emotional maturity. At Greenholm we want children to look forward to school and enjoy being here, exciting curriculum opportunities and positive relationships across the school support this.



BE RESPONSIBLE BE KIND BE RESPECTFUL BE CURIOUS BE RESILIENT

## THE SCHOOL ENVIRONMENT

We are really fortunate to have an enriching outdoor learning environment where children can engage in hands-on experiences, fostering confidence and self-esteem. Children are able to get involved with our school farm- home to alpacas, donkeys, goats, ducks, rabbits, and chickens- which helps instil values of care and responsibility. With 5 acres of outdoor space, including a designated area for activities like shelter building, open-fire cooking, and art creation with natural materials, students thrive in problem-solving challenges and teamwork exercises.

## THE GREENHOLM GUARANTEE

Through our curriculum and wider provision, we want to equip children with the necessary knowledge, skills and wider experiences to thrive in their next steps. As part of this our curriculum guarantee sets out what children can expect across their time with us. It includes things such as outdoor learning, performing arts projects linked to the Hippodrome and opportunities to explore the arts, opportunities to understand equality and respect diversity, opportunities to participate in community events such as summer fairs and bonfire parties, alongside provision linked to the curriculum and extra-curricular offer!





## Operations and HR manager



**Grade 4, Scale point 27 £35745**  
**24 hours per week term time only**

**Contact Email: [Enquiry@grnholm.bham.sch.uk](mailto:Enquiry@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](mailto:recruitment@grnholm.bham.sch.uk)



## Operations and HR manager Job Description



### Job Purpose

The provision of full support to the Head Teacher and Leadership Team to ensure the effective leadership, management, and administration of the school. Working alongside the Finance Manager, fulfil all specific responsibilities of the school business manager role.

### Duties and Responsibilities

#### Human Resource Management

Oversee general personnel matters including employment clearance for new staff, including undertaking medical checks, DBS checks and any other checks as appropriate.

Maintain confidential staff records both electronic and paper

Maintain the single central record to a high standard to ensure that the school is fully compliant

Oversee the preparation of adverts, job descriptions and the organisation of the interview process for the appointment of new staff.

Advise the Head teacher on assessments of salaries, expenses, sickness and maternity procedures, redundancy and other matters of dismissal.

Attend employment tribunals as necessary and maintain paperwork trails.

Ensure that all policies relating to Personnel and staffing are reviewed and updated on a regular basis.

Formulate, monitor and implement the schools safety policy to comply with the requirements of the Health and Safety at work Act and other legislation

Advise the Head teacher and Governors on matters relating to employment law issues including employment protection, equal pay, sex discrimination etc.

Management of school support staff as identified.

Oversee the schools professional development, organise training and liaise with external providers as identified.

#### Office Management

Provide leadership and guidance for the office team to ensure that work is undertaken within timescales and that an effective service is delivered.

Ensure the provision of an effective administrative, secretarial and clerical support to the Head Teacher, the Leadership team and other staff as necessary.

#### Health and safety

Monitor energy consumption in conjunction with the school Caretaker to ensure that the school is operating as efficiently as possible

Prepare charts and information for Governors about energy efficiency and work with the caretaker and SLT and pupils to develop and implement an energy efficiency plan.

To ensure that all contractors on site comply with the schools policies

To liaise with contractors in the absence of the caretaker.

To maintain an accurate record of all training and development in regard to Health and safety, child

protection such as fire evacuation plans, critical incident plans and first aid training.  
Carry out risk assessments with the Health and Safety rep, reporting to the Head teacher and Governors if appropriate.

To have overall responsibility as the Health and Safety Lead for the School, to oversee the Health & Safety and Risk Management of the School and ensuring associated policies and procedures are clearly communicated and complied with at all times

Complete accident investigations, ensuring that any identified risks are reported to and reviewed by the Headteacher

Work with the Caretaker to ensure the planning, coordination and delivery of projects or maintenance does not interfere with the smooth running of the school

Facilitate the letting of school premises to external organisations, for the development of the extended services and local community requirements

Work with Caretaker to ensure that the school is compliant with all legal and statutory regulations, and that any issues are recorded and kept updated

### **General**

To ensure all tasks are carried out with due regard to Health and Safety

To undertake appropriate professional development including adhering to the principle of performance management.

To adhere to the ethos of the school

To promote the agreed vision and aims of the school

To set an example of personal integrity and professionalism

Attendance at appropriate staff meetings and parents evenings

Any other duties as commensurate within the grade in order to ensure the smooth running of the school

As a member of Greenholm staff team all Individuals have a responsibility for promoting and safeguarding the welfare of pupils and as such all staff are expected to model the appropriate behaviours as agreed in the schools code of conduct.

Observance of the schools Equal Opportunity policy and Confidentiality Policy will be required





## Greenholm Primary Operations and HR Manager



### Person Specification

	Essential	Desirable
Qualifications and Education:	Relevant degree or equivalent qualifications in Human Resources, Business Management, or related fields.	Professional qualifications or certifications in HR and/or School Business Management
		Evidence of continuous professional development in school business management, HR, or operations.
Experience:	Experience in HR management, including handling recruitment processes, personnel matters, and employment law.	Specific experience in a primary school setting, with an understanding of the unique operational and HR challenges faced by schools.
	Experience in operations and premises management within an educational setting or similar environment.	Experience in engaging with local communities and developing school-community partnerships.
	Experience in managing office systems and procedures efficiently.	
Skills and Abilities	Exceptional organisational and leadership skills, with the ability to manage multiple tasks simultaneously.	
	Strong communication and interpersonal skills, capable of working effectively with staff, parents, governors, and external partners.	
	Proficient in IT systems relevant to HR and operations management.	
	Ability to develop and implement policies and procedures that support the school's ethos and compliance requirements.	
Personal Qualities:	A commitment to promoting and safeguarding the welfare of children.	
	A proactive, solution-focused approach, with the ability to anticipate challenges and respond effectively.	
	High standards of personal integrity and professionalism.	
	Commitment to the principles of equality and the school's ethos of inclusivity and high expectations.	
Knowledge:	In-depth understanding of employment law, health and safety regulations, and best practices in HR and facilities management.	

	Awareness of the latest trends and developments in school business management.	
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