



# HODGE HILL GIRLS' SCHOOL

"Educating tomorrow's women today"

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## Applicant Information Pack 2022 - 2023

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# Letter from Headteacher

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Dear applicant,

Thank you for your interest in applying for a position at Hodge Hill Girls' School.

Found in the heart of the Hodge Hill community, the school is committed to approximately 750 pupils. Having strong community values; we know, and care for each pupil as individuals.

Hodge Hill Girls' School is a comprehensive, 11-16, secondary school located in the heart of the Hodge Hill community. We pride ourselves with having a committed, supportive, and talented staff body. This works in conjunction with a dynamic and encouraging Governing Body, who constitute a broad range of experience and interest.

We strive to meet the needs of each member of our school community, celebrating diversity and always striving for equality in our school family and the wider world. Our ethos encourages mutual respect and support to enable every pupil to make the greatest personal, social and academic progress during their time with us, preparing them for successful careers and fulfilling lives.

Hodge Hill Girls' School was inspected by Ofsted in March 2022 and received a 'Good' rating. Despite the challenges of the pandemic faced by staff, pupils, parents, and governors, Hodge Hill Girls' School has maintained its effective standard of being 'good' educators to the next generation. The report refers to how 'pupils value the education they receive at Hodge Hill Girls' School', with the firm stance that we are 'educating tomorrow's women today'.

- *"Staff promote pupils' personal development exceptionally well. Staff help pupils to develop positive characteristics and to have high aspirations. Careers education is very effective, and pupils are well prepared for life in modern Britain."*
- *"Leaders and the majority of staff have high expectations of pupils. Teachers help pupils to develop their knowledge and understanding through the many opportunities available to them. The school is 'educating tomorrow's women today'."*
- *"Pupils value the education they receive at Hodge Hill Girls' School. They appreciate how their experiences prepare them for future learning and adult life. They clearly understand the purpose of their education."*

We take satisfaction in providing the best care possible to each student. We work with feeder schools on establishing SEND provisions for those in need of extra support, with a team of teaching assistants trained and informed to support wider pupil needs.

Please feel welcome to arrange a visit to sense the community feel the school has created for pupils and staff.

**Mrs S Adu**  
**Headteacher**



# Our Mission

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## **'EDUCATING TOMORROW'S WOMEN TODAY'**

As a small school, we know and care for every child. We genuinely value and strive to enhance working partnerships with our families and our local community, knowing that in those partnerships lies our greatest strength and best hope of raising the achievement and aspirations of all our children to ensure that we really are "educating tomorrow's women today". Our aim is to ensure that the students at our school are all well-rounded individuals, not just academically but also strong in character, confidence and embrace British values.

Our aim is pupils, families, staff and governors working together in partnership to help every pupil make expected progress, to help many pupils make better than expected progress and to help some pupils to make exceptional progress by:

- Ensuring pupils attend for a minimum of 96%.
- Rewarding personal endeavours and community commitment.
- Helping pupils overcome challenges in their work and behaviour.
- Supporting physical health and emotional resilience.
- Developing teaching and curriculum for high quality learning.
- Developing the site, building and resources for best value learning.



# PRIDE Values

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## **Partnerships**

We value each member of our school community and work in partnership to achieve the best outcomes.



## **Respect**

For ourselves and others in words and actions. We demonstrate respect for our environment.



## **Inspiration**

We are inspired to make a positive difference to ourselves and the wider community within our daily lives. We are inspired to challenge ourselves and to be the very best we can.



## **Determination**

We show determination, and we keep trying even when the going gets tough. We demonstrate resilience, take risks and rise to the challenge.



## **Excellence**

We aim for excellence, demonstrating high standards in all that we do. We demonstrate a professional approach in our actions, words, attire and outcomes.

# Success and Opportunities

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We are determined to bring success and opportunities as we go the extra mile for our pupils. Using our school values as a guide, we have many opportunities which will help your child develop resilience, independence and the personal qualities, skills and attributes needed for a successful life beyond Hodge Hill Girls' School.

There are so many wonderful opportunities for pupils to develop their skills, character and personal qualities. Alongside learning within and beyond the classroom through enrichment opportunities many girls become School Council Representatives/House Leaders/House Captains, Librarians, Peer Mentors, Sports Leaders, and UNICEF Ambassadors.

## **CAREERS**

Hodge Hill Girls' School is recognised by the Careers Mark Standard for excellent career related learning. Our intention is that pupils leave their secondary school experience with a careers education which has helped to; raise aspirations, provide skills to achieve full potential, and to provide the opportunity to experience different career pathways.

The school has a specified careers curriculum programme in place which delivers employability and work-related learning skills, this covers all pupils from Years 7-11. This is in addition to the many careers linked activities which take place throughout the academic year.

It is our goal that our pupils leave with the knowledge to make informed choices about their future.

# Why Work Here?

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As an employee of Hodge Hill Girls' School, you will be joining a friendly, personable team of staff. We provide staff with all the tools necessary for success. This includes the use of a school laptop, a well-equipped staff room, and bi-weekly briefings to remain up to date with all necessary key dates and news across the year. We encourage development of staff through a yearly appraisal system and personal development targets, as well as CPD opportunities within and outside of our school.

The school is ever-improving with new facilities, ensuring that pupils have the best educational experience during their time with us. We house fantastic facilities for different subject departments, and a wider school body. This includes two spacious gymnasiums for PE lessons and sports events, a drama studio, IT suites, modern design technology spaces fit for pupil learning and practical lessons, and vibrant outdoor spaces for pupils to relax and enjoy time with friends.

More recently, we have renovated our school library to house a sophisticated, bright, pupil-friendly environment. Not only can this space be used as a library but the interactive boards and computers make use of an additional teaching space within the library!

At Hodge Hill Girls' School we believe that pupils should be given a varied range of opportunities to develop and practise leadership skills in preparation for life beyond school. Many student leadership activities will focus on supporting the quality of teaching and learning in the classroom whilst also reinforcing the school's ethos to create a climate for great learning, success and opportunity. Through trying new things, finding solutions and embracing responsibility our leaders ensure the voice of the students are heard.



# How to Apply?

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All applications must be made through the school website under [Vacancies](#), or the Birmingham City Council vacancies website

Please note we do not accept CV's; applications will only be considered if received on a Birmingham City Council application form.

Application packs are available from: [CSURecruitment@birmingham.gov.uk](mailto:CSURecruitment@birmingham.gov.uk) or from our school website.

On the school vacancies site, applicants will find the Job Advert, Person Specification and Job Description forms to complete. Please read through each form and tailor your application to provide any experience and skills you have gained in other roles or similar environments which demonstrate your ability and aptitude to undertake the duties of the post.

Candidates shortlisted for interviews will be required to bring to the interview: proof of ID, qualifications and their right to work in the UK. The post is subject to the agreed terms and conditions which will be laid out in the letter of appointment and individual contract.

Hodge Hill Girls' School is committed to being an equal opportunities employer. To enable us to make any reasonable adjustments, please let us know at the application stage if you have any specific requirements.

*Hodge Hill Girls' School is committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment. Any person offered a position of appointment will be required to complete an enhanced DBS disclosure check.*

*For informal enquiries or to arrange a pre-application visit please contact Natasha Panton, HR Assistant via email: [HR@hodgehgs.bham.sch.uk](mailto:HR@hodgehgs.bham.sch.uk)*



## HODGE HILL GIRLS' SCHOOL

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HODGEHILLGIRLS

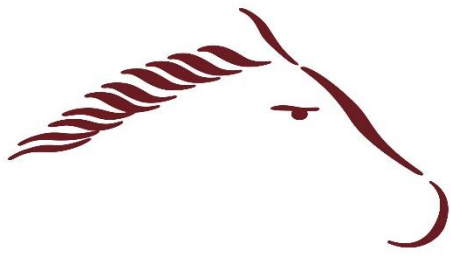


HODGEHILLGIRLS

Hodge Hill Girls' School  
Bromford Road, Hodge Hill, Birmingham, B36 8EY

Telephone - 0121 464 3094  
Email - [enquiry@hodgehgs.bham.sch.uk](mailto:enquiry@hodgehgs.bham.sch.uk)





# HODGE HILL GIRLS' SCHOOL

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## JOB DESCRIPTION

**NAME:**

**POST:** Building Service Supervisor

Permanent, Term Time Only plus 2 weeks

Mon - Tue, Wed, Fri (8am - 4pm and Thu 8am - 3.00pm)

May include the occasional split shift, and some late night for evening events

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**GRADE:** 2

**PAY RANGE:** Spinal Point 3 - 8

**SALARY:** £20,812 - £22,777 Pro rata  
(Salary will be paid at the bottom of the grade unless transferring from another educational establishment and being paid within this pay range)

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**JOB PURPOSE:**

To be responsible for the management of the overall provision of custodial, janitorial and cleaning services at the school.

To be responsible for the management of the repairs and maintenance of the school site.

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**DUTIES AND RESPONSIBILITIES:**

- Be responsible for the efficient and effective running of the site including organising grounds maintenance.
- To manage building projects within agreed tolerances as set by the Governing Body and the Headteacher and in consultation with the Bursar, i.e. obtaining quotations, determining timing of work and costs within the parameters of the School Improvement Plan.
- Responsible for the security of the site and checks of the building outside school hours, including the operation of security alarms and to respond as the first point of contact for out of hours calls.
- To be responsible for ensuring that the building is open at the commencement of the morning shift and that it has been secured at the end of the evening shift including, where required, the

allocation and receipt of keys to the contractor's representative and liaison with cleaning contractors and the bursar to ensure access to appropriate cleaning areas.

- To ensure the building has been checked for vandalism and break-ins when opened at the commencement of the morning shift.
- Where applicable in consultation with the bursar to initiate Variation Orders of a temporary or permanent nature to the contractor to deal with changed cleaning requirements.
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- To supervise the Shift Assistants where appropriate, including implementing on-site training in line with agreed methods and equipment and ensuring, where appropriate, that adequate staffing arrangements are in operation when the building is open.
- To supervise Shift Assistants where appropriate and allocate their work and ensure that work is completed in accordance with the specification.
- Ensure that the appropriate materials and equipment on the site are available and ensuring the equipment receives correct repair and maintenance.
- To be responsible for repairs and general maintenance and ensure that they are carried out within the delegated budget. Ensure that areas requiring repair are not a source of danger to the occupants or affect the security of the building with due observance of Health and Safety at Work requirements.
- Carry out general portage duties for the establishment, within health and safety guidelines.
- Ensure all outside steps, play grounds and approaches are kept in a clean condition and all waste paper receptacles are emptied daily.
- Ensure toilets are adequately stocked with toilet requisites.
- Regular checks to ensure fire alarms and all firefighting equipment are in working order.
- Make main pathways safe after snow/frost by cleaning/salting as appropriate.
- Undertake individually defined cleaning duties as set out in the Work Studied Specification, where applicable.
- To liaise with users of the building as appropriate to facilitate additional or non-standard usage of the building, outside usual educational hours (e.g. governing body, teaching staff, and community services department and contractor's representatives).
- Changing light bulbs, fluorescent tubes and ensuring clocks are maintained, that are within a working height of 11 feet.
- Keep drain grids clean and free from debris and other litter on a daily basis.
- Operation of heating plant, ordering of fuel as required and reporting any obvious deficiencies in the heating system as a matter of urgency.
- Ensure that all work carried out by themselves or those they supervise as set out in this job description, is completed with due observance to appropriate Health and Safety at Work requirements.
- Carry out minor repairs and maintenance to the buildings/grounds which are within the post holders capability. This excludes major building works.
- Where appropriate, to avoid the risks of water contamination, to ensure that all hot and cold water outlets are turned on after every holiday period where the premises have been substantially unused for one week or more.
- To be responsible for the collection of litter from grassed and landscaped areas.
- To be responsible for the management of health and safety regarding premises and to keep a log of safety issues including maintenance of the fire log.
- To liaise with the Headteacher/Site Manager regularly and at least once each half term

- regarding issues of Health and Safety, ongoing repairs and maintenance and building projects.
- 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.
- Such other duties as may be commensurate with the grade and nature of the job.

#### **GENERAL: Support Staff**

**Please note all individuals should**

- Take responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, and reporting all concerns to an appropriate person.
- Promote and ensure the health and safety of pupils, staff and visitors at all times.
- Ensure all tasks are carried out with due regard to Health and Safety and deficiencies reported immediately.

#### **SUPERVISION RECEIVED:**

**Supervising Officer's Job Title:** Site Manager / Building Service Manager

#### **LEVEL OF SUPERVISION**

- ~~Regularly supervised with work checked by supervisor.~~
- Left to work within established guidelines subject to scrutiny by supervisor.
- ~~Plan own work to ensure the meeting of defined objectives~~

**This job description reflects the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work at.**

**The Job Description may be subject to review and / or amendment at any time to reflect the needs of the school. These amendments will be made in consultation with the existing post holder and will be commensurate with the grade of the role.**

#### **6. REVIEW AND AMENDMENT**

This job description is normally subject to annual review. It may be amended at the request of the Headteacher or the post holder but only after full consultation with the post holder.

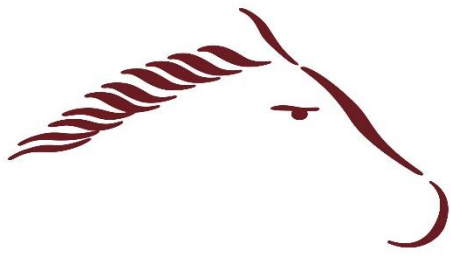
**Job Description issued following consultation by**

.....  
**Signature of Headteacher**

.....  
**Signature of Post Holder**

**Date.....**





# HODGE HILL GIRLS' SCHOOL

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## PERSON SPECIFICATION

Permanent, Term Time Only plus 2 weeks

Mon - Tue, Wed, Fri (8am - 4pm and Thu 8am - 3.00pm)

May include the occasional split shift, and some late night for evening events

**NAME:**

**POST:** Building Services Supervisor

**GRADE:** Grade 2

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
<b>Qualifications</b>		City and Guilds (Cleaning Techniques).  NEBSS Manual Supervisors Course	<ul style="list-style-type: none"><li>• Application</li><li>• Interview</li><li>• Certification</li></ul>
<b>Experience</b>	Knowledge of IT.  Experience in caretaking and cleaning work.  Knowledge of maintenance and cleaning techniques.  Organisation of work.  Organisation and control of staff (where appropriate).	Knowledge and or experience of Site team's systems.  Knowledge and or experience of Site team's systems.    Experience of basic practical skills. Conversant with City council's Industrial Relations Practices.	<ul style="list-style-type: none"><li>• Application</li><li>• Interview</li><li>• Test</li></ul>
<b>Knowledge, Skills and Attributes</b>	An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by <b>Part 7 of the Immigration Act 2016</b> .  Self-reliant. Able to motivate self and staff.	Knowledge of COSHH or a willingness to attend training.  Knowledge of managing site health and safety.	<ul style="list-style-type: none"><li>• Application</li><li>• Interview</li><li>• Test</li></ul>

	<p>Able to communicate with other members of staff.</p> <p>Flexible approach/ attitude.</p> <p>Able to deal with emergency situations.</p> <p>Able to accept instructions from Head teacher Site Manager as appropriate.</p>		
<b>Other</b>	<p>Commitment to equal opportunities.</p> <p>Available for duty as necessary during opening hours of establishment.</p>		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>

Compiled by: \_\_\_\_\_ DATE: \_\_\_\_\_

(Shortlisting/Interviewing Panel): \_\_\_\_\_ DATE: \_\_\_\_\_

**Hodge Hill Girls' School is committed to safeguarding and promoting the welfare of children and expect all staff and to share this commitment. The successful candidate will be subject to all necessary pre-employment checks, including: an enhanced DBS; Prohibition check; Childcare Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work. All applicants will be required to provide two suitable references.**

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL'S  
EQUAL OPPORTUNITIES POLICY.**