



**2025/2026**

# **Applicant Information Pack**



# Letter from Headteacher

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



## '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



## Partnerships

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



## Respect

We demonstrate respect for ourselves and others through our words and actions, we extend this respect to our environment.



## Inspiration

We are inspired to make positive contributions to both ourselves and the wider community in our daily lives. Additionally, we actively seek to challenge ourselves and achieve our highest potential.



## Determination

We display determination and resilience, persisting even in challenging circumstances. We embrace risks and rise to challenges with resolve.



## Excellence

We pursue excellence by upholding high standards in all aspects of what we do. Our actions, words, attire, and outcomes reflect our professional approach.

# Success and Opportunities



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?



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?

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: <https://www.hrforschools.org.uk/directory/4/current-vacancies> or from our school website.

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

"Educating tomorrow's women today"

**Bromford Road, Hodge Hill, B36 8EY**

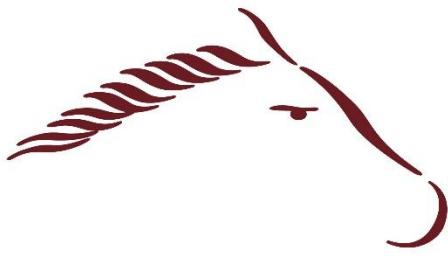
**Telephone: 0121 464 3094**

**Email: [enquiry@hodgehgs.bham.sch.uk](mailto:enquiry@hodgehgs.bham.sch.uk)**

**[www.hodgehgs.bham.sch.uk](http://www.hodgehgs.bham.sch.uk)**



**hodgehillgirls**



# HODGE HILL GIRLS' SCHOOL

"Educating tomorrow's women today"

## JOB DESCRIPTION

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**NAME:**

**POST:** School Finance Manager

Permanent contract, Term Time Only plus 3 weeks

36.50 hours per week

Mon - Wed 8.00am - 4.00pm & Thu - Fri 8.00am - 3.30pm

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**GRADE:** C

**PAY RANGE:** Spinal Point 24-33

**Subject to evaluation under BCC Equal Pay Programme)**

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**JOB PURPOSE:** This job develops and maintains the financial systems, producing statutory reports, budgets and forecasts for management and Governors. It manages procurement processes, monitors income and expenditure, oversees audits and ensures compliance with financial regulations. The job provides expert financial advice to budget holders and manages finance and administrative staff including performance management.

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### DUTIES AND RESPONSIBILITIES:

- Developing, maintaining and reviewing the school's financial systems and procedures, including overseeing internal and external audits.
- Producing financial plans and reports, financial statements, cost estimates, budget forecasts and recommendations for management and Governors for planning purposes, benchmarking, internal and external audit.
- Managing processes for the purchase and receipt of goods and services, which may include liaising with suppliers, administering contracts and service level agreements with suppliers.
- Providing advice to budget holders and ensuring all procedures comply with financial regulations.

- Overseeing, monitoring and reconciling the collection and banking of all monies received in school, both official and unofficial.
- Producing statutory and official reports and returns as required.
- Monitoring budgets including providing reports, analysing variances and recommending and taking corrective action as needed with budget holders.
- Preparing and submitting bids for external funding under the direction of the Headteacher.
- Managing income and grant funding to ensure the school receives all monies to which it is entitled.
- Administering the school lettings procedures to maximise income.
- Managing transport arrangements for events, trips, visits and activities on the school calendar.
- Overseeing and advising on finance activity and processing carried out by teaching and non-teaching staff.
- Attending and reporting to Governing Board and Sub-Committees as required.

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#### **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.
- To actively promote the equalities and diversity agenda in the workplace and in-service delivery
- Take responsibility for own professional development and use the outcomes to improve work performance and share expertise with colleagues.
- To participate in My Appraisal in accordance with the generic school plan for My Appraisal.
- Support the management of relevant items on the Risk Register.
- Support the development of relevant current initiatives e.g. Publicity Consent
- Adhere to the ethos of the school, promoting the agreed vision and aims.
- Set an example of personal integrity, professionalism and be an effective team player.
- Attend appropriate meetings as required
- Plan own work to ensure the meeting of defined objectives.
- Keep abreast of current educational developments.
- Contribute to the efficient operation of the school through regular duties.
- Perform any other duties as commensurate within the grade in order to ensure the smooth running of the school.

#### **SUPERVISION RECEIVED:**

**Supervising Officer's Job Title: Strategic Business 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 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**

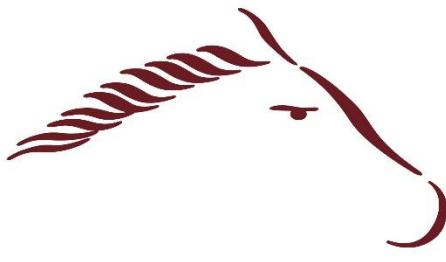
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**Signature of Headteacher**

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**Signature of Post Holder**

**Date.....**



# HODGE HILL GIRLS' SCHOOL

“Educating tomorrow’s women today”

## PERSON SPECIFICATION

Permanent contract, Term time only plus 3 weeks

36.50 hours per week

Mon - Wed 8.00am - 4.00pm & Thu - Fri 8.00am - 3.30pm

**NAME:**

**POST:** School Finance Manager

**GRADE:** Grade C

**Subject to formal evaluation under the pay equity review by the salary grade**

**Essential Criteria**

**Method of Assessment (M.O.A): Application Form; Work Based Exercise; Interview; Qualifications; Presentation**

CRITERIA	ESSENTIAL	EVIDENCE
<b>Qualifications</b>	Hold GCSEs or equivalent in English and Maths at grade C/4 or above  Hold a recognised professional accounting or finance qualification or equivalent demonstrable experience.  Have substantial experience administering financial processes including budgets, forecasting and audit procedures.	<ul style="list-style-type: none"><li>• Application Form</li><li>• Interview</li><li>• Application Form</li><li>• Interview</li></ul>
<b>Experience</b>	Have substantial experience in financial management within an educational or relevant setting.	<ul style="list-style-type: none"><li>• Application</li><li>• Interview</li></ul>
<b>Skills</b>	An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by <b>Part 7</b>	<ul style="list-style-type: none"><li>• Interview</li></ul>

	<p>of the Immigration Act 2016.</p> <p>Be highly proficient in financial management software systems and advanced Microsoft Excel applications</p> <p>Possess excellent analytical abilities to interpret financial data and identify variances.</p> <p>Have excellent communication and advisory skills to support budget holders and senior leadership effectively.</p>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> <li>• Interview</li> <li>• Interview</li> <li>• Interview</li> </ul>
<b>Other</b>	Demonstrate a flexible and adaptable approach to supporting varied school operational needs	<ul style="list-style-type: none"> <li>• Interview</li> </ul>
<b>Competency</b>	<p>Be able to promote and model working independently and working effectively as part of a team.</p> <p>Be able to develop budget preparation, monitoring and production of detailed financial forecasts.</p> <p>Be capable of developing and maintaining complex financial systems and internal control procedures.</p> <p>Be skilled in producing statutory returns and financial reports for governors and management.</p> <p>Be capable of managing multiple priorities and meeting strict deadlines independently and effectively, remaining calm under pressure.</p>	<ul style="list-style-type: none"> <li>• Interview</li> <li>• Application Form</li> <li>• Interview</li> <li>• Application Form</li> <li>• Interview</li> <li>• Application Form</li> <li>• Interview</li> <li>• Work Based Exercise</li> </ul>
<b>Knowledge</b>	<p>Demonstrate comprehensive understanding of school finance regulations and local authority financial procedures.</p> <p>Understand procurement processes, contract management and supplier relationship management in public sector.</p>	<ul style="list-style-type: none"> <li>• Interview</li> <li>• Application Form</li> <li>• Interview</li> </ul>

<b>Training</b>	Demonstrate a commitment to undertaking ongoing training and professional learning	• Interview
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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 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**