

## Recruitment Guidance for Schools where BCC is the Employer

### Non-Teaching Jobs

Recruitment in schools where BCC is the employer must follow BCC Guidance in order to protect the Council and the public purse from equal pay liability. The following guidance is in place to support schools during the Job Evaluation (JE) process taking place within BCC.

Under BCC's Equal Pay Programme, all non-teaching jobs in schools where BCC is the employer will be evaluated by March 2026. While this work is on-going, the pay grades for all non-teaching posts in schools where Birmingham City Council is employer and all posts advertised for schools where Birmingham City Council is the employer remain subject to evaluation.

As part of the Equal Pay Programme's JE Process, BCC will work in partnership with schools to develop a comprehensive BCC Schools Non-Teaching Jobs Directory, with evaluated job descriptions designed to meet school recruitment needs.

While the BCC Schools Non-Teaching Jobs Directory is in development, schools where BCC is the employer are asked to use previously evaluated Job Descriptions that are available from the BCC Working in Schools section of BCC's website : [Working in schools | Birmingham City Council](#)

We recognise that schools may need to recruit to non-teaching roles that are substantially different from those roles that have existing BCC job descriptions. In the event you wish to create a job description for a role that is substantially different from those covered by existing BCC Job Descriptions, this role will require a drafted JD/PS and must be advertised subject to Job Evaluation. The job will be put through the JE process as part of the Equal Pay Programme.

Please see the flow chart in Appendix 1 for details of how to progress recruitment to a non-teaching role that is not covered within the current bank of School Non-Teaching JDs.

Once all jobs have been evaluated and the BCC Schools Non-Teaching Jobs Directory is available to schools, any job created that is not held within the BCC Non-Teaching Schools Jobs Directory will require job evaluation to be completed in advance of recruitment. Further information will follow on the process for schools to commission job evaluation from that time.

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### Recruitment to Non-Teaching Roles during Equal Pay Programme Job Evaluation

