



Bishop's Hatfield Girls' School

Headteacher: Mr A Wood BA (Oxon), PGCE, MBA, NPQH
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BHGS is a company limited by guarantee Company number: 07831507 Charity number: EW01517



Job title:	Examinations Officer
Salary:	H7 (SCP 19-23) prorated salary for 46.7pa - £23,790 - £25,850pa
Hours:	37 per week, term time plus 3 weeks (total 41) to include INSET days
Start Date:	November 2022

We require a highly organised and motivated person to manage all internal and external examinations in our outstanding school. Ideal candidates will have relevant school administration experience as they will take responsibility for exam entries, schedules and resourcing, re-sits, results and communications. Candidates will have good organisational, problem solving and communication skills and will be able to use their initiative to respond to situations and organise events. This is a role which will require working closely with senior leaders as well as contact with parents and students and so demands a high standard of literacy and numeracy. Experience of spreadsheets, databases and preferably Arbor will be required as well as an understanding of the relevant regulations. Training on school processes and systems will be provided. The role includes some working during school holidays, in particular during the release of GCSE, A Level and BTEC results in August.

The school's Admissions' Code gives priority places to children of staff and we give high priority to staff development. Staff are able to apply for our Professional Development Award which provides bursary payments to help finance CPD that goes beyond the school's usual training programme.

Visitors frequently tell us that our school is a friendly, lively and stimulating community where we emphasise the importance of the individual's contribution and take pleasure in sharing and celebrating achievement. They commend the good behaviour of the pupils and their thirst for knowledge. Bishop's is a diverse community that offers mutual support and encouragement and expects everyone within it to respect others' cultures, religion and beliefs. We hope that the values, self-discipline and sense of personal worth that pupils gain here will be a support throughout their lives as British and Global Citizens. We welcome applications from BAME candidates or from other groups that are underrepresented in the UK education system.

This is an exciting opportunity to join the school at a time of growth and development. We recognise the significant contribution made by the office team to the life of the school and we are looking for a candidate who will help us deliver exceptional support for teaching and learning.

Bishop's Hatfield Girls' School has around 930 pupils on roll including the Sixth Form. We are fully committed to our values of teamwork, respect, honesty, trust, kindness and ambition. In February 2016 the school successfully completed its sixth OFSTED inspection and was graded OUTSTANDING. The school has benefited from a total rebuild on the same site and enjoys excellent state of the art facilities. BHGS holds International School Status and is a Fairtrade School. Hatfield is within easy reach of London and other areas and the London Fringe Allowance is payable.

"This is an OUTSTANDING school" - Ofsted 2016



We take safeguarding of our students extremely seriously and an enhanced disclosure will be sought through the Disclosure and Barring Service as part of the school's pre-employment checks.

The quoted salary assumes the employee is working for 37 hours per week term plus 3 weeks (total 41 weeks pa) and includes fringe allowance. Any pay award for 2022 is not included. The full time equivalent pay band for this role is £26,564-£28,864 pa.

If you would like to visit us, prior to making an application, and see for yourself how our pupils learn in a vibrant, supportive environment please contact Sally Fullerton at sfullerton@bishophatfield.herts.sch.uk.

Please see the job description on our website for more detail.

*An Equal Opportunities' Employer,
Bishop's Hatfield Girls' School is committed to
the protection and safety of its pupils and expects all
staff to share this commitment.*

Closing date for applications: 9am Monday 10th October

Interview and assessment date: Provisional date Thursday 13th October

PLEASE COMPLETE THE BHGS APPLICATION FORM and email to
sfullerton@bishophatfield.herts.sch.uk

(available on our website - www.bishophatfield.herts.sch.uk/vacancies/application form for support staff).