



Bishop's Hatfield Girls' School

Headteacher: Mr A Wood BA (Oxon), PGCE, MBA, NPQH
Woods Avenue, Hatfield, Herts AL10 8NL T: 01707 275331

Email: admin@bishophatfield.herts.sch.uk Website: www.bishophatfield.herts.sch.uk

BHGS is a company limited by guarantee Company number: 07831507 Charity number: EW01517



Job title:	Assistant Librarian
Salary:	H4 (SCP 6 - 9), £10,937 - £11,530pa* (full time equivalent £22,631 - £23,857)
Hours:	Thursday & Friday 8.00am - 4.00pm plus 1 or 2 half days, term time + 1 week to include INSET days
Responsible to:	Librarian
Start Date:	As soon as possible

The school is seeking to appoint an enthusiastic, conscientious and highly literate assistant librarian to help run our busy school library.

The ideal candidate will:

- Be passionate about the reading and learning of young people.
- Have excellent communication skills and the confidence to liaise with teachers and pupils.
- Have strong IT skills and ability to use social media for promotion of initiatives/resources.
- Have good organisational skills, with a keen eye for detail.
- Be able to work independently using their own initiative.
- Have high levels of literacy and numeracy.
- Have artistic ability to create displays promoting literacy.

Additional working hours may be available for a suitable candidate who is willing to take on additional duties. The potential for this would be discussed at interview. Whilst experience of library work is an advantage, full training will be available.

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 OUTSTANDING school" - Ofsted 2016



This is an exciting opportunity to join the school at a time of growth and development. We recognise the significant contribution made by the Library to the life of the school and to promote literacy across all year groups. 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.

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 at SCP 6, 21 hours per week, term +1 week (39 weeks pa) and includes fringe allowance.

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: 3pm Wednesday 25th January 2023 (early applications will be considered and we reserve the right to make an appointment prior to this deadline)

Interview and assessment date: tbc

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).