



# Bishop's Hatfield Girls' School

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- Job title:** Examinations Officer
- Salary:** H7 - H8 (SCP 19-27) prorated salary for 41 weeks pa - £25,539 - £30,883pa. A recruitment and retention payment may be available to a suitably qualified candidate.
- Hours:** Negotiable. Anticipated as 37 hours per week, term time plus 3 weeks (total 41 weeks, paid 46.7) to include INSET days (flexible working possible at certain times of year; additional working weeks may be available for candidates able to contribute to other administrative duties; job share may be possible)
- Start Date:** Negotiable

Are you looking for a role where you can use your organisational skills to make a real difference to the lives of young people? Do you want to join a positive and supportive working environment where everyone can 'achieve their potential and enjoy the journey'?

We require an organised and motivated person to manage internal and external examinations in our friendly and welcoming school. The successful candidate will take responsibility for exam entries, schedules and resourcing, re-sits, results and communications. This post is ideal for someone who enjoys problem solving and has good organisational and communication skills. They will be able to use their initiative to respond to situations and plan events. Relevant school administration experience would be a help but is not essential. This is a role which involves working closely with senior leaders as well as contact with parents and students and so a good standard of literacy and numeracy is needed. Experience of spreadsheets and databases will be helpful. The school will provide the required training for any candidate needing to develop particular knowledge or skills relating to the role. The role includes a few days working during school holidays, in particular during the release of GCSE, A Level and BTEC results in the second half of August. These dates will be planned and agreed well in advance.

**The school's Admissions' Code gives priority places to children of staff.** We also 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 office team to the life of the school and we are looking for a candidate who will work with the team to help us deliver exceptional support for our staff and pupils.

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 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 £28,515 - £30,815 pa.

If you would like to visit us, prior to making an application, and find out more about this role and about our school, contact Sally Fullerton at [sfullerton@bishophatfield.herts.sch.uk](mailto: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 Monday 23rd January 2023**

**Interview and assessment date: w/c 30th January 2023**

**PLEASE COMPLETE THE BHGS APPLICATION FORM and email to  
[sfullerton@bishophatfield.herts.sch.uk](mailto:sfullerton@bishophatfield.herts.sch.uk)**

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