



# 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](mailto:admin@bishophatfield.herts.sch.uk) Website: [www.bishophatfield.herts.sch.uk](http://www.bishophatfield.herts.sch.uk)

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



**Job title:** Expressive Arts Faculty Assistant

**Salary:** H2-3 £14,892 - £15,695 pro rata for 30 hours per week, term plus 5 INSET

**Hours:** 25 - 30 hours per week

**Responsible to:** Head of Expressive Arts Faculty

**Contract:** Permanent

Required as soon as possible, an enthusiastic, well-organised, practically-minded and digitally literate Expressive Arts Faculty Assistant to work primarily in the area of Art and Design to ensure the best possible learning experience for pupils. The role will include preparing materials for lessons, ordering and maintaining stock, ensuring equipment is clean and in good order, preparing displays of work across the faculty, taking photos of coursework and other administrative tasks such as supporting the organisation of faculty trips and events. The role provides opportunities to work with students on both a one-one basis and in small groups to support their learning. You will join a team of supportive and friendly staff in the Expressive Arts Faculty. The ideal candidate will be creative, an independent worker and have strong communication and IT skills.

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. The school successfully completed its most recent OFSTED inspection in December 2022 and was judged to continue to be 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.

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' heritage, identity, 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 particularly welcome applications from BAME candidates or from other groups that are underrepresented in the UK education system. We are a single sex school but we encourage any gender to apply for staff posts.

*"Pupils flourish and support each other to succeed"*



The Admissions' Code gives priority school places to children of staff. Staff development is a high priority.

*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: Monday 12<sup>th</sup> June**

**Interview and assessment date: TBC**

**PLEASE COMPLETE THE BHGS SUPPORT STAFF APPLICATION FORM**

available on our website - <https://bishophatfield.herts.sch.uk/vacancies/>

Completed application forms should be emailed to [sfullerton@bishophatfield.herts.sch.uk](mailto:sfullerton@bishophatfield.herts.sch.uk)