



Bishop's Hatfield Girls' School

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



Job title: HR & Projects Officer

Salary: H6 - H7 (SCP 14 - 23) prorated salary for 41 weeks pa - £19,013 - £ 22,473 pa

Hours: Negotiable. Anticipated as 25-30 hours per week, term time plus 3 weeks (total 41 weeks, paid 46.9) to include INSET days

Start Date: Negotiable

Are you looking for a role where you can use your interpersonal and organisational skills to make a real difference, with hours that fit with your home commitments? Do you want to join a positive and supportive working environment where everyone can 'achieve their potential and enjoy the journey'?

We are seeking an HR/personnel officer to join our friendly and welcoming school. The successful candidate will ensure that staff are supported and that HR policies are followed through the effective administration of personnel-related processes. This post is ideal for someone who enjoys working with people as well as who has good organisational and communication skills. They will be able to use their initiative to respond to situations, develop and implement processes, and will have good attention to detail. Relevant school administration experience would be an advantage. This role involves daily interaction with senior leaders and teachers and so confidence in dealing with people is important. A good standard of literacy and numeracy is needed as well as IT skills. In addition to the responsibilities associated with HR we are looking for candidates who are able to contribute more widely to the school through supporting and planning school projects and events. The school will provide the required training for any candidate needing to develop particular knowledge or skills relating to the role.

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 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

"Pupils flourish and support each other to succeed"



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 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. We are not driven by Ofsted and our priorities lie in working to ensure that we provide the best possible all-round education for our pupils - and in enabling our staff to enjoy their work and develop themselves. The school completed its most recent Ofsted inspection in December 2022 and was judged 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.

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 30 hours per week term plus 3 weeks (total 41 weeks pa) and includes fringe allowance. Any pay award for 2023 is not included. The full time equivalent pay band for this role is £26,071 - £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.

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: Wednesday 24th May 9am

Interview and assessment date: tbc

PLEASE COMPLETE THE BHGS SUPPORT STAFF APPLICATION FORM - available on our website - <https://bishophatfield.herts.sch.uk/vacancies/>

Completed forms should be emailed to sfullerton@bishophatfield.herts.sch.uk