



Bishop's Hatfield Girls' School

Headteacher: Mr A Wood BA (Oxon), PGCE, MBA, NPQH
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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:** Temporary Receptionist / Administration Assistant
- Hours:** Negotiable, up to 37 hours per week, initially until end July (including first week of school summer holiday)
- Salary:** Salary Scale H3, annual salary for term + 3 weeks £20,002 - £20,355 (including fringe, excluding 2023 pay award, assuming 37 hrs per week)
- Responsible to:** Administration Manager
- Start date:** as soon as possible

We are seeking to appoint a friendly and efficient person to join our busy administrative team at BHGS. The post-holder will be responsible for maintaining the excellent reputation of our outstanding school by providing an organised and effective reception service. As the first point of contact, the post-holder will be required to offer helpful and accurate responses to queries and be able to handle issues with discretion and diplomacy. The post-holder will also undertake general office duties and pupil welfare support. The successful candidate will have worked in a similar role and have excellent IT skills. A First Aid qualification would be an advantage.

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.

We give high priority to staff development and the school's Admissions' Code gives priority places to children of staff.

Visitors frequently tell us that their first impression of the school is of 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 girls and their thirst for knowledge. Bishop's is a 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 girls gain here will be a support throughout their lives as British and Global Citizens.

"Pupils flourish and support each other to succeed"



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.

If you would like to visit us, prior to making an application, and see for yourself how our girls 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: by 5pm Wednesday 17th May 2023

Interview and assessment date: w/c 22nd May 2023

PLEASE COMPLETE THE BHGS SUPPORT STAFF APPLICATION FORM

available on our website -<https://bishophatfield.herts.sch.uk/vacancies/> and email to sfullerton@bishophatfield.herts.sch.uk