



# 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



<b>Job title:</b>	Lead Invigilator
<b>Salary:</b>	£12.50 per hour plus pro-rated holiday pay
<b>Hours:</b>	Varied depending on exam schedule likely to be 8am start and occasional late finish (5-5.30pm)
<b>Responsible to:</b>	Exams Officer
<b>Contract:</b>	Variable hours contact

We are looking to recruit a Lead Invigilator to work with our Exam Officer and team of Exam Invigilators. This is an important pupil facing role which is integral to the smooth running of our exam series. We welcome applications from people who have excellent organisational and communication skills, and are punctual and reliable. The Lead Invigilator will be required to assist in the organisation and supervision of pupils taking internal and external exams, supporting the Exams Officer, administration of the exam papers and associated procedures and undertaking lead invigilation tasks such as starting and finishing exams and supervising other invigilators. The post holder will need to be flexible and confident to deal with issues should these arise.

The working pattern will be agreed in advance of internal and public examination periods. These will vary depending on exam scheduling and are likely to include an 8am start and occasional late finish (5/5.30pm). The 2024 summer public exam dates are Monday 6th May to Wednesday 26th June.

No experience is necessary as training will be provided although previous school experience would be an advantage.

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' 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 welcome applications from all members of the community and always encourage interest from racially minoritised communities and 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.

Bishop's Hatfield Girls' School has around 950 pupils on roll, including the Sixth Form. We are fully committed to our values of teamwork, respect, honesty, trust, kindness and ambition. The school

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



successfully completed its most recent Ofsted inspection in December 2022 and was judged to continue to be 'Outstanding'. However, we are not driven by Ofsted and place a strong emphasis on developing the whole person, through improving pupils' knowledge, skills and character. The school has benefited from a total rebuild completed in 2017 and enjoys excellent state of the art facilities. BHGS holds International School Status, holds the Music Mark accreditation and is a Fairtrade School.

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.

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.

To find out more about this role please contact Jennifer Cameron, Examinations Officer, at [exams@bishophatfield.herts.sch.uk](mailto:exams@bishophatfield.herts.sch.uk)

**Closing date for applications:** Monday 5th February 2024

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

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