



Bishop's Hatfield Girls' School

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



Job title:	Business & Operations Manager
Salary:	Salary Scale M4-M5 £52,203 - £58,752 (including fringe)* Membership of local government pension scheme
Hours:	Full time, with generous holiday entitlement*
Responsible to:	Headteacher / Business & Operations Leader

Could you help shape the future of our vibrant school community? This is an exciting opportunity to join our friendly and inclusive secondary school as our Business and Operations Manager. You'll play a pivotal role in shaping our financial and operational excellence, leading projects, and directly witnessing the positive impact your work has on students, teachers and the entire school environment.

In this role, you will:

- Lead a collaborative team of support staff and drive financial and operational strategy.
- Champion change initiatives and see their positive impact on school improvement.
- Secure and allocate staff and resources to ensure the smooth running of the school.
- Collaborate with and learn from passionate educators in a supportive environment.
- Contribute to a dynamic role with a diverse portfolio of responsibilities and initiatives, offering continuous learning and professional development opportunities.

We're looking for a personable, well-motivated individual with:

- Significant business and team leadership experience.
- Excellent organisational skills and the ability to thrive in a fast-paced environment.
- A commercial mindset, financial acumen and strong ICT skills.
- Strong problem solving skills and a willingness to embrace new situations and initiatives.
- Previous experience in education is not required - your exceptional operational management skills are key.

You will initially report to the school's Business & Operations Leader, a member of the Leadership Team, on a phased handover prior to their retirement. During this period you will be mentored to understand how the school operates as well as being supported on delivering the school's current financial strategy and programme of projects.

Your duties will include:

- Ensuring fiscal responsibility and compliance while driving strategic resource allocation.
- Actively negotiating advantageous contract terms for the procurement of supplies and services.

"Pupils flourish and support each other to succeed"



- Ensure outsourced services seamlessly support our community, identifying areas for improvement and greater efficiency.
- Orchestrate the smooth operation of our school, collaborating with the leadership team and other stakeholders to foster a vibrant learning environment.
- Ensure classrooms become inspiring learning spaces, cultivating a positive and well-maintained environment that fuels student engagement and academic success.
- Spearhead innovative initiatives to diversify our funding streams and amplify our school's impact through strategic external communication.
- Serve as company secretary, ensuring legal compliance and smooth governance processes.

Bishop's Hatfield Girls' School is an expanding school with a warm and inclusive community of approximately 950 students, including the Sixth Form. We are proud to be an "Outstanding" school as judged by OFSTED in December 2022. However, we are not driven by Ofsted and we are committed to our core values of teamwork, respect, honesty, trust, kindness, and ambition. The school has academy status and is a company limited by guarantee.

At Bishop's Hatfield, you'll have the opportunity to work in a state-of-the-art learning environment that was recently rebuilt on the same site. Our facilities are designed to inspire creativity, collaboration, and academic success. We are also committed to supporting your professional development, and we offer a generous Professional Development Award with bursary payments to help you finance your career goals.

Our school is known for its friendly, lively, and stimulating atmosphere. We emphasise the importance of each individual's contribution, and we take pleasure in sharing and celebrating achievements together. Visitors frequently commend the good behaviour of our pupils and their thirst for knowledge.

Bishop's is a diverse community that offers mutual support and encouragement. We expect everyone within our school community to respect others' heritage, cultures, religion, and beliefs. We believe that the values, self-discipline, and sense of personal worth that our students gain here will be a support throughout their lives as British and Global Citizens.

We welcome applications from all members of the community. We especially encourage interest from racially minoritised communities and from other groups that are under-represented in the UK education system. We are a single-sex school for students, but we encourage individuals of any gender to apply for staff positions.

We are confident that Bishop's Hatfield Girls' School is a great place to work. We offer a supportive environment, excellent facilities, and a commitment to professional development. If you are passionate about education and you are looking for a rewarding career, we encourage you to apply.

The school's Admissions' Code gives priority places to children of staff.

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.

*Part time may be negotiable. The salary quoted is for full time and will be prorated to agreed hours and working weeks. Please note that this is not a term time only role and there will be a requirement to work a number of weeks during school holidays. Additional responsibilities and an

additional allowance may be available for those candidates with the experience and capability to deliver at senior leadership level.

Please see the job description on our website for more detail.

Closing date for applications: by 9am Monday 25th March 2024

Provisional interview and assessment dates: Tuesday 16th April and Thursday 18th April

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

Completed application forms accompanied by a covering letter should be emailed to sfullerton@bishophatfield.herts.sch.uk

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.