



Bishop's Hatfield Girls' School

Headteacher: Mr A Wood BA (Oxon), PGCE, MBA, NPQH
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Personal Assistant to the Headteacher and Senior Leadership Team

Job Grade:	H7-9 (dependent on qualifications and experience) £32,789 - £42,500 per annum (Actual pay £ 29,492 - £38,553)
Hours:	37 hours a week, term time plus 3 weeks (flexible working including holiday hours negotiable)
Responsible to:	Headteacher
Start date:	Negotiable

We are seeking a dedicated and highly motivated PA to support the Headteacher and Senior Leadership Team. This is an exciting and rewarding opportunity to work at the heart of our school. As a key member of our professional support team, the successful postholder will be proactive, highly organised and able to manage a varied workload with discretion and efficiency. If you are a reliable, adaptable and personable individual with excellent organisational and communication skills, a strong attention to detail and the ability to maintain the highest levels of confidentiality, then this could be the role for you. The successful candidate should be approachable, have strong people skills and a 'can do' attitude. PA experience at a senior level would be beneficial, but more important is a commitment to high standards and to the ethos and values of the school, helping everyone in our school community to 'achieve their potential and enjoy the journey'.

This is a varied role, with a wide-ranging purpose. The key areas of responsibility are:

- To provide professional and administrative support to the Headteacher and SLT so they can provide the highest possible standard of professional leadership and maintain a positive profile both inside and outside the school
- Organising all actions in relation to internal and external recruitment of staff
- To work with the School's Governors and Leadership Team to provide administrative support to the Governing Body of the School
- To prepare accurate reports, documentation and minute keeping as required
- To undertake delegated duties as required by the Headteacher or SLT, e.g. administration of the school calendar, admin support for school trips and visits, staff duty rota, school policies
- To assist with project management work as required

Please see the Job Description and Person Specification for full details.

"Pupils flourish and support each other to succeed"



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 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.

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 successfully completed its most recent Ofsted inspection in December 2022 and was judged to continue to be Outstanding. We are not driven by Ofsted and our priorities lie in supporting our pupils to develop their knowledge, skills and character through the 'Bishop's 360' model. 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.

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

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 salary advertised assumes the post holder is working 37 hours per week term time plus 3 weeks per annum (total paid weeks 46.9 pa) and will be prorated for agreed hours.

If you would like to visit us, prior to making an application, please contact Sally Fullerton at sfullerton@bishophatfield.herts.sch.uk.

Please see the job description for more detail. The start date is negotiable and we are hoping to appoint as soon as possible to allow for a handover period with the current postholder.

Closing date for applications: by Friday 18th September 9am (we reserve the right to make an early appointment should a suitable candidate apply before this date)

Interview and assessment date: tbc

PLEASE COMPLETE APPLICATION FORM ON MY NEW TERM