



BEDFORD
GIRLS'
SCHOOL

Joining
BGS



*"Our students soar;
they are the creative
thinkers, the
change-makers and
the problem-solvers
of the future"*





A WELCOME FROM THE HEADMISTRESS, *Mrs Gibson*

Thank you for taking the time to consider applying for a position at Bedford Girls' School.

I know that when you are looking for a new role you will need to consider a number of factors. I hope through our recruitment process we can answer all of your questions and demonstrate that we are a dynamic, forward-looking and welcoming community.

I am extremely privileged to be the Headmistress of Bedford Girls' School, and to lead a team of dedicated colleagues. We all share a vision of creating an environment where our students will be able to truly flourish, free from stereotypes and where they can be inspired to make a difference to the world around them. We are all passionate believers in the transformational power of single-sex education. Whether a member of our teaching facility or a professional services team, we all work tirelessly to offer an outstanding, relevant education to all of our students.

We are a very modern, diverse and down to earth community; we strive to work in partnership with each other, our parents and our students.

We welcome new ideas and are keen to always be expanding our horizons and knowledge.

We are a large selective school of around 900 students; we achieve excellent academic results and our students go on to outstanding universities building diverse and exciting careers. They are impressive young women who are extremely proud to call themselves BGS alumnae.

I do hope that you feel we would be a good fit for your next career move. Please take time to read the information in this booklet and if you have further questions please reach out to our HR team, they are here to help and assist.

I look forward to having the opportunity to welcome you to BGS soon.

Best wishes

Gemma Gibson
Headmistress



About Bedford Girls' School



We are a forward-looking open-minded community, focused on ensuring our students are equipped with the skills and attributes necessary to navigate our multicultural, diverse, and globalised world.

Our ambition is that our students soar; they are the creative thinkers, the change-makers, and the problem-solvers of the future. Our role is to excite them with the possibilities that exist.



We are a large stable school of around 900 students. We were formed in 2012 through the merger of two existing girls' schools and with over 140 years of heritage, we blend the best of the past and future. We embrace the IB philosophy of education, believing that its holistic approach creates the backbone to creating a life-long learner who cares about making a difference to the world around them.

We pride ourselves on being at the forefront of integrating educational tech into teaching and learning so our students enter the wider world with confidence and transformational skills.



Nestled on the banks of the River Ouse in the centre of Bedford we are a community where outstanding pastoral care and innovative teaching creates a dynamic, joyful environment for students. We encourage independence, intellectual curiosity and self-regulation. We are experts in understanding girls and how to help them grow with self-belief and resilience.



With a range of wonderful facilities and incredible co-curricular opportunities our students energetically engage in school life. As a renowned school for sport our students are just as likely to be found on the hockey pitches, rowing on the river or practising their cricket skills as they are rehearsing for a summer concert, taking part in robotics club or running outreach campaigns.



We are a school where every student can extend their passions, express their individuality and find their voice. We listen to our students; their views and wishes are interwoven into every aspect of school life. We are proud of each other, we embrace individuality and recognise that our differences make us collectively stronger.



Whilst academic achievements alone never define a BGS student we achieve excellence results across A Levels, IB Diploma and GCSE results. Over 96% of our Upper Sixth students go onto their university of choice to study a vast array of subjects.

We believe in working in partnerships with our parents; our community is at the heart of BGS and our doors are always open. Through our amazing alumnae we are building a network of *Women*



Supporting Women, who are opening doors and minds as they inspire our students to follow in their footsteps.

Our ISI 2024 inspection report highlighted the strength of our approach. Our ambitious strategy commits us to keep striving for greater heights.





Why join BGS

WE OFFER A HIGHLY COMPETITIVE PACKAGE OF BENEFITS

- We offer competitive salaries and pension schemes.
- We offer an array of other benefits including an opportunity to join a health care scheme.
- Teaching staff also benefit from a generous fee remission programme for both BGS and the other Harpur Trust Schools (Bedford School, Bedford Modern School and Pilgrims Pre-Prep School, subject to space and entrance criteria).
- Working in the independent sector offers generous holidays.
- We are willing to consider flexibility of working patterns, where possible, for some roles.
- We offer a variety of term-time and all year round roles.
- Class sizes range from 20 in the Junior School to 25 in the Senior School.
- Our Chequers Café keeps staff and students fuelled with barista coffees and light food, whilst our Greens Kitchen prepares fresh wholesome hot and cold lunches.

WE CARE ABOUT OUR COLLEAGUES

- We are a community of over 250 staff; we embrace teamwork and collaboration.
- Our ethos is built on kindness and respect.
- We care about everyone in our community and work hard to ensure that everyone feels valued, supported and included.
- We are friendly and welcoming; we always have an open door for all of our colleagues.
- We are committed to helping new colleagues settle and offer training, mentors and buddies to support all new joiners.
- We always listen and act upon staff feedback. We are always open to ideas about how we can make BGS a better place to work.
- We take well-being seriously. We offer workshops, the use of our fitness suite and run fitness classes to support our community.
- We were awarded *Muddy Stiletto's Award for Most Inclusive School* in 2024, in recognition of our work in the D & I space.



WE INVEST IN OUR DEVELOPMENT

We are at the frontier of providing a modern education and utilise innovative teaching practices to stay ahead of the curve.

We are an *Apple Distinguished School*. Our commitment to technology sets us apart and provides our team with the opportunity to be at the forefront of innovation in educational tech.

We are part of a network of global educators. As a school that is proud to offer the **IB Primary Years Programme** and the **IB Diploma Programme**, we invest in teachers to be accredited IB teachers. As members of a global network of educators where we can be inspired and collaborate with some of the best professionals from around the world.

We offer a myriad of professional training opportunities for career development, tech knowledge and professional learning. Not only do we offer regular formal courses through our membership of the Harpur Trust but we also run workshops and informal twilight learning sessions to help improve our skill sets.

We look to develop tomorrow's leaders; we value and promote internal talent.

OUR MEMBERSHIP OF THE HARPUR TRUST

- We are proud to be part of the Harpur Trust, one of the UK's oldest charity foundations.
- The Harpur Trust provides opportunities for you to be an active member of the Bedford community ranging from taking part in volunteering and community initiatives to becoming a governor of local schools or working more closely with the charities they support.

WE TEACH ENGAGED, INQUISITIVE MINDS

- We are a school of around 900 students from the age of 7-18. Our approaches to teaching and learning stimulate their passion and encourage them to be strong independent learners. Our classrooms are full of engagement and fun.
- We encourage collaboration, discourse and discussions. The school buzzes with upbeat energy.
- We lead by example and are actively involved in offering co-curricular clubs; participating in local and global outreach programmes; leading the charge for a more sustainable future and promoting equality and diversity.

OUR LOCATION

- Based on the banks of the River Ouse, our beautiful school estate provides a tranquil location on the edge of the thriving town of Bedford. With an eclectic mix of modern and historic buildings, our light and bright interiors provide an uplifting environment to work in.
- We are just a 10 minute walk along the river to the town centre and close to popular family district, the Castle Quarter.
- Bedford is a thriving market town with great connections to London (40 minutes on the fast train), Cambridge (40 minute drive, with new proposed train route) and Milton Keynes.
- Both the town and the surrounding villages offer wonderful affordable locations for young professionals and families looking to settle in a growing and ethnically diverse region of the UK.



Fast Facts



Around **900** students aged 7-18; a diverse community representing many ethnicities and faiths.

Fully **IB Primary Years Programme** throughout the Junior School.



Offer a **dual stream Sixth Form** offering A Levels and the IB Diploma.

Excellent GCSE results

- two thirds 9-7s in 2024.



Excellent A Level and IB Diploma results - three quarters of all grades at A*-B.



Over **100 co-curricular clubs** each week.

Over **100 annual trips** and visits.



200+ clubs, sports or activities run each week.

Top UK sports

school. Our offering includes rowing, hockey, netball, lacrosse, cricket, tennis, swimming and athletics. Fitness Centre and swimming pool on site.



Dedicated Junior School and Sixth Form House.



Additional sports facilities at our Cople Fields sports and outdoor learning site.

Tech focused and has been an **Apple Distinguished**

School for over a decade.

Every student has an ipad and tech is integrated into everything we do.



Winners of Muddy Stiletto's Most Inclusive Senior School Award 2024.

Part of the Harpur Trust and partner school with Bedford School.

Member of the GSA and the International Coalition of Girls School.



The Role

BURSAR/BUSINESS DIRECTOR



Job Description

JOB DESCRIPTION

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

JOB TITLE:

DEPARTMENT:

LOCATION:

JOB PURPOSE:

REPORTING LINE:

HOURS:

SALARY:

**LINE MANAGEMENT
RESPONSIBILITY FOR:**



Job Description Continued

MAIN DUTIES AND RESPONSIBILITIES:	
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Job Description Continued

MAIN DUTIES AND RESPONSIBILITIES:	
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Job Description Continued

MAIN DUTIES AND RESPONSIBILITIES:	
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Job Description Continued

MAIN DUTIES AND RESPONSIBILITIES:	
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Person Specification

PERSON SPECIFICATION

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	ESSENTIAL These are qualities without which the Applicant could not be appointed	DESIRABLE These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	METHOD OF ASSESSMENT
QUALIFICATIONS			
EXPERIENCE:			



Person Specification

PERSON SPECIFICATION CONTINUED

	ESSENTIAL These are qualities without which the Applicant could not be appointed	DESIRABLE These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	METHOD OF ASSESSMENT
EXPERIENCE:			
KNOWLEDGE AND SKILLS :			



Person Specification Continued

	ESSENTIAL These are qualities without which the Applicant could not be appointed	DESIRABLE These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	METHOD OF ASSESSMENT
PERSONAL COMPETENCIES AND QUALITIES			



How to Apply

- To apply for this position please complete the Application Form and submit it through our website.
- Please also ensure you have read our Recruitment, Selection and Disclosure Policy and Procedure and completed the Equal Opportunities Form.
- There is an option to attach a CV if you feel it will enhance your application.
- The successful candidate will be subject to an enhanced DBS check. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

SHORTLISTED CANDIDATES WILL BE INVITED TO AN INTERVIEW WHICH WILL CONSIST OF THE FOLLOWING:

- Panel Interview
- Tour of the School
- In-tray or Practical task (dependant on role)
- Lesson Observation (Teachers only)

FOR FURTHER INFORMATION PLEASE CONTACT:

hr@harpurtrust.org.uk or 01234 369500







BEDFORD GIRLS' SCHOOL

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