



Bishop's Hatfield Girls' School

Headteacher: Mr A Wood BA (Oxon), PGCE, MBA, NPQH

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



Job title:	Finance Officer
Grade:	H4-H5 £16,652 - £18,865 (full time equivalent £26,717-£30,268)
Hours:	25 hrs per week (up to 30 hours, negotiable), term time plus 4 weeks (negotiable)
Responsible to:	Finance Manager

We are seeking to appoint an enthusiastic and efficient Finance Officer to join the finance team, as soon as possible. The successful candidate will:

- be well organised and have good attention to detail
- be friendly and professional in dealings with pupils, parents and staff
- be flexible and responsive to school needs
- be a strong administrator
- be able to undertake financial processes associated with payments, school trips, etc
- have excellent computer skills ideally including finance system(s), spreadsheets and email.

Bishop's Hatfield Girls' School has around 950 pupils on roll including sixth form. 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. In December 2022 the school retained its OUTSTANDING grading by OFSTED. We are fully committed to our values of teamwork, respect, honesty, trust, kindness and ambition.

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, cultures, 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 candidates from racially minoritised backgrounds and from other groups that are underrepresented in the UK education system.

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.

"Pupils flourish and support each other to succeed"



The salary quoted assumes 25 hours per week and will be prorated for agreed hours.

Please see the job description for more detail.

Closing date for applications: Friday 5th December 2025, 9am.

Interviews and a skills assessment will take place on w/c 8th December 2025..

Applications must be made via the My New Term.

*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.*