



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:	BUSINESS MANAGER
Salary:	Salary Scale M2-M3 £41,502 - 44,483 (including fringe)
Hours:	30-37 hours per week, 52 weeks per annum
Responsible to:	Business Leader

We require a dynamic and efficient person to lead the management of the school's administrative and other selected support functions in our outstanding school. The role includes leading change projects and other initiatives, ensuring these are implemented successfully to deliver continuous improvement.

You will need to be personable, well-motivated, have significant business and team leadership experience and a commercial mindset. You should hold an appropriate degree or other relevant qualifications. Excellent organisational and interpersonal skills are vital for success in the role, as is the ability to implement operational strategy and communicate effectively. Strong ICT skills and the ability to work well under pressure are essential.

Your duties will include:

- Ensuring the cost effective procurement of supplies and services including the negotiation of appropriate contract terms
- Quality assuring the outsourced catering contract
- Supporting budgeting and planning processes
- Leading income generation activities
- Line managing administration and communications staff
- Planning and leading projects to deliver change
- Deputising for the School Business Leader

Bishop's Hatfield Girls' School is an expanding school with approximately 920 pupils currently on roll including the Sixth Form. In February 2016 the school successfully completed its sixth OFSTED inspection and was graded OUTSTANDING. We are fully committed to our values of teamwork, respect, honesty, trust, kindness and ambition. The school has recently benefited from a total rebuild on the same site and enjoys excellent state of the art facilities.

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.

"This is an OUTSTANDING school" - Ofsted 2016



Visitors frequently tell us that their first impression of the school is of 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' 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 particularly welcome applications from BAME candidates or 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.

The salary quoted is for 37 hours per week and will be prorated to agreed hours.

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

Closing date for applications: by 9am Monday 24th January 2022

Interview and assessment date: Thursday 27th January 2022 (provisional)

PLEASE COMPLETE THE BHGS APPLICATION FORM available on our website - www.bishophatfield.herts.sch.uk/vacancies/application form for support staff. Completed applications 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.