



Maidstone Grammar School for Girls

Non sibi sed omnibus

Aspiration & Careers Leader

Full-time 37 hours per week term time plus 2 weeks

(This includes annually specific dates in relation to A level and GCSE results during each August.)

Required from November/December 2022

8am-4.00pm Monday - Thursday and Friday 8am-3.30pm

**Kent Scheme Salaries 8: £26,598 - £30,333 per annum pro rata full-time
(Equating to £23,779 - £27,118 per annum)**

We are seeking an enthusiastic, dynamic and innovative colleague to join our team of committed professionals. The post could suit a recently qualified graduate or someone with previous experience in secondary or higher education, careers information, or personnel. The core purpose of the post is to provide a thorough, personalised careers service throughout MGGS, providing engaging advice, guidance and support to students including on post-16 choice university degree opportunities and degree apprenticeships. Careers Education, Information, Advice and Guidance (CEIAG) is part of a whole school approach that raises the aspirations and outcomes for students by playing a major role in preparing them for the opportunities, responsibilities and experiences of life after school.

The postholder is required to work for 40 weeks per year. The postholder will receive a payment in respect of their pro rata entitlement to Annual Leave appropriate to their grade, Bank Holidays and the KCC concessionary day which is included in the salary above.

Maidstone Grammar School for Girls is a very successful selective girls' school of 1220 students with a mixed sixth form of approximately 340. Since July 2019 we have been appointed by the Department for Education as a Computer Hub in recognition of the expertise the school has evidenced in Computing Education and will take a lead in training teachers across the south east in the delivery of Computing. The post offers the opportunity to work with intellectually able young people in a supportive and friendly environment. Staff benefits include strong support for professional development and healthcare scheme.

“Maidstone Grammar School for Girls is an outstanding school” (Ofsted)

Full details and an application pack are available from the school's website

<https://www.mggs.org/joining-us/join-our-team/vacancies/>

Applicants should complete our application form and email, along with a covering letter, to the Headteacher's PA, Miss Starns via email: mstarns@mggs.org

Applications welcomed immediately

Applications will be considered in the order in which they are received. Suitable candidates may be interviewed before the closing date and Maidstone Grammar School for Girls reserves the right to withdraw the position if an early appointment is made.

Closing Date: 8am on Monday, 17th October 2022

Interviews: Thursday, 20th October 2022

Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service.

The post is exempt from section 4 (2) of the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (2013 and 2020)). It is not, therefore, in any way contrary to the Act to reveal any information concerning convictions which would otherwise be considered as “spent” in relation to the applicant’s suitability for employment. Any such information will be kept in strict confidence and only used in consideration of the suitability of the applicant for such a position where such an exemption is appropriate.

A forward-thinking community with a tradition of excellence