



Maidstone Grammar School
for Girls

Non sibi sed omnibus

Finance Officer

Required from January 2023

Kent Scheme Salaries 5: equating to £18,704 - £19,702 per annum

37 hours per week term time plus 3 weeks of directed hours

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.

We are looking to appoint an experienced Finance Officer who is both enthusiastic and flexible to join a busy, friendly team. The role includes administering the school's purchase ledger function within FMS together with monitoring, reporting and advising as necessary along with general finance duties. The successful applicant will demonstrate attention to detail and a good level of numeracy. A background in financial administration within a school is preferable and the ability to use financial software is essential.

The postholder is required to work for 41 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, annual leave entitlement 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

Closing Date: 8am 28th November 2022

Interviews: 1st December 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