



Maidstone Grammar School
for Girls

Non sibi sed omnibus

Administration Assistant & Medical Room Supervisor

Required for March/April 2023

Part-time 32.5 hours per week term time, plus 5 directed days

8am-3pm Monday-Friday

Kent Scheme Salaries Range 5

Actual salary from £15,629 to £16,462 per annum

We are seeking an enthusiastic, dynamic and experienced administrator to join the Main Office Team. The purpose of this post is to support the Main Office Team in respect of administration tasks as directed by the Main Office Manager. The successful applicant will also act as a first aider at work and supervise the Student Hatch and Medical Room.

Previous administration experience along with experience of working in a school environment would be an advantage. Strong IT skills are also essential and knowledge of SIMS (Schools Information Management System) would be beneficial. You should be well presented and have a confident, helpful and professional telephone manner.

Key areas of the role are:

- To undertake specific administration tasks as directed by the Main Office Manager
- To act as a first aider at work and supervise the Student Hatch and Medical Room.

The postholder is required to work for 38 weeks per year and 5 additional days. 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. Applicants are strongly encouraged to also complete our [Equal Opportunities & Recruitment Monitoring Form](#). If you require any additional information please contact Ms Starns, PA to the Headteacher 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 24th February 2023

Interviews: 1st March 2023

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