



Maidstone Grammar School
for Girls

Non sibi sed omnibus

Art & Design Technology Technician

Part-Time Required from April/May 2023
21 hours per week 8.15am-3.45pm Wednesday to Friday
Term Time plus 21 directed hours

Kent Scheme Salaries 5: £10,098 - £10,637 per annum

We are seeking an enthusiastic individual to support our Art and Design Technology departments as a Technician. The post would be equally suitable for an experienced technician or for an individual with an interest in Design Technology and/or Art. The ability to work and communicate with a range of people at all levels, including young people, will be essential. The successful applicant will be flexible, pro-active in adapting to change and creative and practical. Knowledge of IT packages and to undertake a range of tasks is desirable.

General duties which apply to all subject areas:

- Provide support in lessons and occasionally lunchtimes across all key stages and subject areas
- Costing up and preparation of materials, equipment and exemplar products for all disciplines
- To prepare stock orders and maintain stock levels across all subject areas
- To work with, and communicate effectively with, students in years 7-13 as well as working collaboratively with members of staff in the departments
- Oversee the maintenance of machinery, tools and equipment across all disciplines through regular visual health and safety checks
- To assist with and attend various departmental or school events e.g. open evenings, art & design technology exhibition and fashion show
- To assist with the maintenance of displays and visual resources

The postholder is required to work for 39 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 Computing 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 21st April 2023

Interviews: 26th April 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