



MAIDSTONE  
GRAMMAR SCHOOL

FOUNDED 1549

Sixth Form Administrator  
Candidate Information Pack



Dear Prospective Candidates

At Maidstone Grammar School, we believe in providing a supportive and inclusive environment that prepares young people for the future. Our school is not just an academic institution, but a way of life that combines a strong focus on academic success with opportunities to develop leadership skills and give service to our community.

Our vision, ethos, and values can be broken down into two main pillars: Inspire to Learn and Inspire to Belong. We strive to inspire our students to love learning, to be curious, and to ask challenging questions. We want them to be independent, know how to respond to feedback, and see the connections across different subjects. Alongside this, we also inspire our students to belong to their school – ensuring they feel safe and supported, having respect for one another, and having a sense of identity. We help students to develop strong moral values such as patience, humility, courage, ambition, drive, and enthusiasm.

As part of this vision and ethos, we also place great emphasis on valuing and preserving our history and traditions. Our school motto, "Olim Meminisse Juvabit" ("A joy it will be one day, perhaps, to remember even this"), taken from Virgil's Aeneid, encapsulates the values and ideals of Maidstonians and reminds us of the generations that have come before us. We believe that our unique vision, ethos, and values are what sets MGS apart and is what makes our school an excellent choice for prospective candidates.

Our approach to education is built on the idea that forming strong and lasting relationships is the basis of a successful and fulfilling school life. Our staff and I strive to provide students with a nurturing and inclusive environment that addresses the individual needs of each student and helps them to develop self-respect, self-discipline, and self-understanding. We want students to have fond memories of their time at MGS and leave as confident, self-assured, mature, responsible, and capable young adults with a strong work ethic.

If you share our passion for fostering a close-knit and supportive learning community where academic and personal growth is prioritised, then we would be thrilled to have you apply to join our team at Maidstone Grammar School.

Yours sincerely

**Mr M Tomkins BSc NPQH**  
**Headmaster, Maidstone Grammar School**

**Required from September 2023**

**Sixth Form Administrator**  
**30 hours a week, 40 weeks per year**  
**Kent Range 5, £22,595 - £23,693**  
**(£16,305 – £17,097 pro rata)**

We are looking to appoint a Sixth Form Administrator to provide administrative support for day to day operation of the sixth form under the direction of our Head of Sixth Form. You will liaise with students, staff and parents and work as part of a sixth form team. Full details in the job description.

MGS offers a stimulating academic environment in which to work with students whose commitment to study has been highly praised by Ofsted.

Please contact the Headmaster's PA, Mrs DA Friend, by phone or e-mail ([denise.friend@mgs-kent.org.uk](mailto:denise.friend@mgs-kent.org.uk)) for a Job Description and an application form or download from our website [www.mgs.kent.sch.uk](http://www.mgs.kent.sch.uk)

The deadline for the receipt of applications, by letter with completed MGS application form is midday on Monday 5 June 2023. Application via email is acceptable. Applications will be considered as they are received. Suitable candidates may be interviewed before the closing date and Maidstone Grammar School reserves the right to withdraw the position if an early appointment is made. Please note that CVs will not be accepted.

*Maidstone Grammar School is committed to safeguarding and promoting the welfare of children and applicants will undergo child protection screening appropriate to the post, including checks with former employers and the DBS. Maidstone Grammar School is an Equal Opportunities Employer.*

**Job Title & Pay Grade:** **Sixth Form Administrator**  
Kent Range 5 - £22,595 - £23,693 (pro rata £16,305 - £17,097)  
30 hours per week for 40 weeks per year

**Reporting to:** **Assistant Head (Head of Sixth Form)**

**Liaison with:** **All staff, administration team, senior leadership team, parents, carers and external visitors.**

**Purpose of the Job:**

To provide confidential management and administrative support for the day-to-day operation and strategic planning for the Sixth Form. You will be supporting the Head of Sixth Form, Heads of House and SSD whilst ensuring a welcoming and supportive atmosphere for students and parents.

**Duties and Responsibilities**

1. Manage, plan and co-ordinate, using relevant systems, the administration of the Sixth Form to include
  - a. Use of the School's Management Information System to update student records, new admissions, to track attendance, punctuality, and academic progress and produce reports
  - b. Support with administration of UCAS
2. Support the Head of Sixth Form with communication with students, parents, carers, and outside agencies as required.
3. Liaise and assist the Careers Team to communicate with employers and work placements
4. Support the organisation of the sixth form through:
  - a. Support for the Private Study Supervisor
  - b. Support for the Academic Tutor
  - c. Communication via TEAMS
  - d. Routine administration to include distribution of internal/external sixth form mail. Photocopying and related resource material
  - e. Liaise with the Examinations Officer regarding the organisation of examinations and dissemination of examination entry information
  - f. Help Careers maintain further and higher education resources in the sixth form
  - g. Filing including overseeing, archiving and retention of sixth form records
  - h. School events e.g. open evenings, awards days, leavers' tea, leavers' day, organisation of meetings with transferees.
5. Any reasonable task as directed by the Head of Sixth Form.
6. Provide assistance to the Head of Sixth Form, heads of house, SLT and the attendance team with regard to chasing up issues with sixth form attendance.
7. Including to assist Mrs Spendley / Mrs Halsted (as part of a team) to follow up missing marks by speaking to students and, where needed, assist in communicating with parents about persistent issues- there will be a particular focus on assisting attendance staff to ensure that am and pm statutory registrations are accounted for. Also to speak to and chase up students who miss private studies or are not in the correct agreed location. To emphasise the importance of signing in and out and correct use of lanyards.

8. In addition, support on examination results days, working five days over the exam results period (across two weeks) during the summer break.

### **Employee Responsibilities**

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

**Person Specification**

---

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Previous experience in similar roles would be an advantage.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Successful recent experience of working with children of relevant age.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment.</li> <li>• Must have the ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/situations.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge and compliance with policies and procedures relevant to child protection and health and safety.</li> <li>• Numeracy and literacy skills</li> <li>• IT skills</li> <li>• Have the ability to relate well to children and adults</li> <li>• Good influencing skills to encourage pupils to interact with other and be socially responsible.</li> </ul>
<b>BEHAVIOURS</b>	<ul style="list-style-type: none"> <li>• Be a calm but assertive individual</li> <li>• Approachable</li> <li>• Challenging but encouraging</li> <li>• Good communicator</li> </ul>





Olim Meminisse Juvabit

Maidstone Grammar School, Barton Road, Maidstone, Kent ME15 7BT  
T: +44 (0)1622 752101 | E: school@mgs.kent.sch.uk | W: www.mgs.kent.sch.uk  
Founded in 1549 | Headmaster Mr M Tomkins BSc NPQH