



Maidstone Grammar School  
for Girls

*Non sibi sed omnibus*

## Finance Officer

Part-time 32.5 hours per week term time plus 3 weeks of directed hours  
Kent Scheme Salaries 5  
£22,595-£23,693 per annum pro rata equating to £18,106-£18,986 per annum

Required from March 2024

**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 1250 students with a mixed sixth form of approximately 340. MGGS has been appointed by the Department for Education as a Regional 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 March 2023)***

Applicants should complete the application form and email it along with a covering letter addressed to the Headteacher, Miss Deborah Stanley via [mstarns@mggs.org](mailto:mstarns@mggs.org). 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](mailto:mstarns@mggs.org)

Please note that pre-interview visits are not available, however, full information including a virtual tour can be found on our website <https://www.mggs.org/>

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Full details and an application pack are available from the school's website  
<https://www.mggs.org/joining-us/join-our-team/vacancies/>

**Closing date for applications: 8am on 22nd February 2024**

**Interview date: 26th February 2024**

***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*