



Maidstone Grammar School *for Girls*



WW2 Experience Volunteer

Required for April/May 2024



The Post

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MGGS is delighted to now be able to provide talks and tours to our WW2 tunnels experience encompassing the life of the School during this time as illustrated by former Art Teacher, Helen Keen and previous Headteacher, Mary Smith through her book "A Schoolgirl's War". We are looking for a team of volunteers to provide a welcoming, inclusive and seamless experience for visitors attending the MGGS WW2 Experience delivering talks and tours, and ensuring all are able to enjoy the immersive experience of our WW2 tunnels.

The Team & Our Facilities

The volunteer will report to the Development Trust Officer and be part of a team of volunteers.



Job Description/Person Specification

VOLUNTEER TITLE	MGGS WW2 Experience Volunteer
DATE	March 2024
RESPONSIBLE TO	Anne Swift, School Business Manager
REPORTING TO	Lila Brewer, Development Trust Officer

Summary of Volunteering:

To provide a welcoming, inclusive and seamless experience for visitors attending the MGGS WW2 Experience.

Outline of Main Duties:

- Open visitor centre/tunnels and check facilities ready for visitors
- Register visitors upon arrival and provide an overview of the upcoming events.
- Ensure the ongoing health and safety of visitors at all times, including giving appropriate briefings to visitors
- Deliver guided tours in a clear and informative manner as directed.
- Respond to visitors' questions or redirect them appropriately if the information is not available.
- Promote respect for the site and demonstrate sensitivity to the local neighbourhood, encouraging visitors to do the same.
- Participate in tour guide and volunteer training, and actively seek and apply feedback from MGGS staff and visitor feedback forms.
- Any other reasonable task as directed by the Development Trust Officer.

Required Skills:

A list of qualities required always looks daunting. However, we would like to reassure you that we are realistic, and more interested in you as a whole person rather than in a tick-list of your attributes. It is not expected that you will have had the opportunity to develop each of the skills to the same level. Please use the statement in support of your application as an opportunity to tell us about your strengths, or the elements of your work of which you are most proud, and the ways in which you could make a contribution to this school.

- Outgoing and confident manner with the ability to lead groups effectively.
- Enthusiasm and interest in heritage.
- Strong interpersonal skills, both verbal and non-verbal communication.
- Observant and sensitive to the needs of others.
- Honest, reliable, punctual, with excellent time management skills.
- Passion for learning and sharing information, inspiring others.
- Ability to learn and retain facts and information.
- Team player with good collaboration skills.
- Responsible self-starter capable of problem-solving and remaining calm under pressure.
- Ability to assess risks and respond accordingly.

Desirable Experience:

- Experience working/volunteering with the public.
- Previous experience leading groups, especially in a similar context.
- Experience in public speaking, performing, lecturing/teaching/training, or making presentations.
- Knowledge of WW2 and the impact on Kent

Safeguarding

- Adhere to the requirements as set out in the current version of KCSIE.
- Attend/Complete all MGGS training in relation to safeguarding.
- Report all safeguarding concerns in a timely manner as specified by the school.
- Ensure there is a culture of safeguarding within all areas of the role.
- Be committed to safeguarding and promoting the welfare of children and young people.

The Application Process

Application forms and full details can be found on our Vacancies page on our website:

<https://www.mggs.org/joining-us/join-our-team/vacancies/> and should be sent to mstarns@mggs.org.

Teaching and Support Staff references will be requested prior to interview.

Important Dates

*Closing date for applications: 8am on 11th March 2024

Interview date: 14th March 2024

*Applications are 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.

Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. All posts are subject to an Enhanced Disclosure Application to the Disclosure and Barring Service. For more information please see our [Safeguarding Policy](#).

How to Apply

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. 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.

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/>

General Information

Please refer carefully to the information you have been provided for this post. Please ensure you complete **ALL** sections of the application form.

Your application will be treated in the strictest confidence. Please see our GDPR and Data Protection Policy, Equality Policy, Child Protection Policy on our website <https://www.mggs.org/key-information/policies-public-notice/>

MGGS is committed to ensure that we develop a safe culture and that all steps are taken to recruit staff and volunteers who are safe to work with our learners and staff. MGGS will follow relevant guidance in [Keeping Children Safe in Education](#) (Part Three, 'Safer Recruitment') and from The Disclosure and Barring Service (DBS). It is an offence to apply for a role if the applicant is barred from engaging in regulated activity relevant to children. Please see the [Guidance on Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975](#).

About Us

Welcome to our forward-thinking community with a tradition of excellence

Maidstone Grammar School for Girls, or 'MGGS', as it is more often known, has a strong community spirit which is underpinned by our belief that the happiness of all our students is key to enabling them to succeed. We have been providing an academic education for girls (and boys in the Sixth Form) from the town of Maidstone and its surrounding area for over 135 years.

MGGS is a very special place. Our students love learning; they are talented, compassionate and inquiring young people who have a deep sense of belonging and commitment to their school.

Maidstone Grammar School for Girls was rated as Outstanding in the last Ofsted inspection which was carried out in March 2023.

"The ambition for pupils at Maidstone Girls Grammar School (MGGS) is limitless. Pupils, from Years 7 to 13, aspire to be the very best they can be. They value the dedicated support from staff as they determinedly pursue different career ambitions."

"Excellence sits at the very heart of the school's meticulous curriculum. Staff use their detailed subject expertise to diligently identify the most important knowledge pupils need to learn. Pupils keenly master different skills, whether this be solving complex problems in mathematics or using their creativity in English, art, and design and technology."

Our academic curriculum at MGGS provides students with outstanding examination results year on year. *"I love being part of the MGGS community. From day one I felt welcomed into something special. There are so many opportunities for me to try new things and take part in activities that I enjoy. I really feel that my happiness is as important to the school as my academic success."* Year 7 Student

MGGS is a Leading Light school, using G Suite for Education, and we have been acknowledged by Google UK as one of the most advanced schools for its integrated use to promote student learning. MGGS is a Regional Computer Hub, awarded by the Department for Education 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. Other notable awards include the British Council's prestigious International School Award in recognition of our work in bringing the world into the classroom. Furthermore, we have been successfully reassessed and have maintained our Quality in Careers Standard, the national quality award for careers education, information, advice and guidance (CEIAG).

We are widely recognised for our broad and balanced curriculum (all students study two languages at Key Stage 3), and our tradition of academic excellence, together with the many enriching extra-curricular activities we provide for students. We believe that our Curriculum and Sixth Form Extra enrichment programmes are vital to building self-confidence, resilience, and leadership skills in all of our students. We nurture individuality and scholarship to ensure that our young people will go on to take leading roles in society and become happy and fulfilled adults.

Our Results

GCSE and A Level Exam Results 2023

We are very proud of our students; not only are their academic standards high, but they also develop as confident articulate individuals ready to take full advantage of opportunities as they arise.

We are pleased to report our summer results for 2023 that re-enforce Ofsted's quote, "The ambition for pupils at Maidstone Girls Grammar School (MGGS) is limitless."

Summer 2023 has seen our Year 11 and 13 students achieve some fantastic results, which is a result of their hard work and resilience especially over the last two



proud of all of their individual achievements and look forward to the next stage of their education at MGGS Sixth Form. For Year 13 they go on to pursue a wide range of pathways, including university study, apprenticeships and employment.



years. Students have demonstrated their commitment to their education. I am so pleased for each and every student's personal achievement and delighted with the overall achievement of the year groups.

We see a continued trend of results, enabling students to pursue their individual goals. For Year 11 we are very

The Benefits of Volunteering at MGGS

Maidstone Grammar School for Girls is located on a 16 acre site surrounded by attractive open grassed areas and woodland. We are within easy walking distance from the centre of Maidstone and served by two nearby mainline rail links and convenient access to the M20 and M2 motorways.

Maidstone Grammar School for Girls is a very successful selective girls' school of 1,220 students with a mixed sixth form of approximately 340. The post offers the opportunity to work with intellectually able young people in a supportive and friendly environment.

- Support - A thorough induction - You'll get a comprehensive induction to MGGS when you join us

- Free On-Site Parking
- Free break-time coffee/tea
- Staff Well-being Committee
- Staff social events and activities



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.