



MAIDSTONE
GRAMMAR SCHOOL

FOUNDED 1549

Personal Assistant to the
Headteacher
October 2024
Candidate Information Pack

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Dear Prospective Candidate

Thank you for your interest in the position of Personal Assistant to the Headteacher and for the time you will take to read the information pack, explore our school website and hopefully apply for the post. This vacancy arises due to the retirement of my current PA, having given 25 years' service to the School.

The successful applicant will need to be fully qualified in all aspects of the role, as set out in the job description and person specification, and have the advanced skills, experience and character to fulfil the role. This post is a senior support staff role and the post holder is a de facto member of the Senior Leadership Team.

The successful applicant will work incredibly closely with me, but will also need to work independently at a strategic level. My PA and I spend a considerable amount of time together on a daily basis working on a broad range of issues. We value and trust each other's advice, counsel and support, and a positive relationship ensures we are both effective in our roles.

If, once you have read the information pack, you would like to speak with me or visit the school, which I strongly advise, please contact my PA, Mrs Denise Friend via dfriend@mgs.kent.sch.uk.

Thank you for your consideration of MGS; the Governors and I look forward to receiving your application.

Mr M Tomkins BSc NPQH
Headteacher, Maidstone Grammar School

Vision and Ethos

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. We 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.

Required for October 2024

Personal Assistant to the Headteacher
Full Time - (52 weeks/37 hours per week) or
Term Time (43 weeks/37 hours per week)
Salary: Kent Range 10 - £36,866 - £43,011

The Headteacher and Governing Body are seeking to appoint an experienced and dynamic Personal Assistant to the Headteacher. The successful candidate will provide comprehensive and strategic administrative support to the Headteacher and be appropriately qualified. Experience of a school setting would be desirable but is not essential. The role requires a collaborative team player who is able to multitask effectively, motivate others and demonstrate excellent interpersonal and organisational skills. Confidentiality, integrity and loyalty are important expectations of this role. This a varied role that encompasses all areas of personnel, HR, recruitment, staffing and student administration and therefore experience, knowledge and understanding of school administration or similar environment is an important element.

MGS is an 11-18 academically selective boys' grammar school with a mixed sixth form and offers a stimulating academic environment in which to work with students whose commitment to study has been highly praised by Ofsted.

Please contact the Headteacher's PA, Mrs DA Friend, by phone or e-mail (dfriend@mgs.kent.sch.uk) for an information pack or download one from the MGS website <https://mgs.kent.sch.uk/>

The deadline for the receipt of applications, by letter, with completed MGS application form, is midday on Friday 3 May 2024. **Please complete the application form via this [LINK](#).** If you would like to visit the school and meet the Headteacher during 22- 25 April or 29 April to 1 May, please contact Mrs D Friend via the email address above. CVs are not accepted, please complete the application form in full. Interviews will take place on Tuesday 21 May 2024.

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 Description

Job Title: Personal Assistant to the Headteacher

Reporting to: The Headteacher

Core purpose of the Job:

To provide comprehensive and strategic administrative support to the Headteacher and School. The role is inclusive of but not exhaustive to HR, personnel, recruitment, staffing and student matters.

Main Duties:

1. To provide comprehensive advanced level administrative and secretarial support, advice and guidance to the Headteacher and wider School.
2. To have the skills and experience to deal with issues that are sensitive, contentious or require legal intervention, advice and support e.g. high-level complaints, staff or student matters. Collating and disseminating relevant information in order to ensure procedures and policies are adhered to.
3. To be a member of the Senior Leadership Team (SLT).
4. Advance level knowledge and experience in being the first point of contact for parents, staff and external agencies to ensure matters are handled effectively and discreetly with appropriate records kept.
5. To attend and minute the SLT weekly meetings and provide a summary of the meetings.
6. To act as the School's HR Manager with overall responsibility for contracts of employment, contract variations and staff leavers, processing paperwork to personnel and payroll and ensuring the school is compliant with policies and procedures. To ensure personnel records are compliant following the Local Authority retention policy for both staff and student records.
7. To oversee the School's recruitment process in line with Keeping Children Safe in Education (KCSIE) to include appropriate vetting checks, preparation of adverts, job descriptions, person specifications, interview schedules etc. Update application forms and reference request forms as required. The postholder will have advanced level skills, knowledge and experience in Safer Recruitment and will hold the Safer Recruitment in Education qualification. This qualification can be arranged for the successful candidate if required.
8. To have responsibility for the School's Single Central Record (SCR) to ensure the information is up to date and is completed correctly and compliant with the legal requirements. Advise the Headteacher and Chair of Governors on any policy changes relating to the SCR. *NB: this is the single most important safeguarding document a School holds and can lead to an immediate Ofsted inspection conversion or downgrading if not properly kept, recorded and maintained.*
9. To have significant responsibility for the required information to be collated and submitted for the annual School Workforce Census return ensuring accuracy of relevant information on the School's Management Information System.
10. To have responsibility for the Kent Admissions Appeals Process, following Local Authority guidance to ensure the process is completed by the set deadline. Working with the Deputy Head to ensure all paperwork is up to date and processed in the required format and timescales.



11. To oversee the administration of start of term arrangements to include up to date staff lists, duty rotas, inset day schedules, speech days and required administrative tasks to ensure the academic year starts effectively. This includes the circulation of annual documents, policies and eforms for staff induction, safeguarding etc.
12. To support with the GCSE and A Level results days in August and deal with any appeal requests, liaising with the Local Authority as required.
13. To deal with any long-term cover needs, liaising with relevant agencies and the Cover Manager. To add approved planned absence to the Cover Module.
14. To liaise with the Clerk to Governors for required paperwork for governing body meeting and support the SLT members linked to governing body committees to ensure paperwork is collated and passed to the Clerk within the required timeline.
15. To work closely with the School Business Manager on matters relating to HR, personnel, data protection, policy and procedure.
16. Act as Data Protection Lead, with the School Business Manager, and liaise with the School's Data Protection Officer ensuring data protection compliance and that the school community understand how to comply with data protection law.

Note:

This job description may be amended at any time in consultation with the postholder. If you don't have all of the experience listed above but are interested in applying, contact Denise Friend via dfriend@mgs.kent.sch.uk or call 01622 752101 #203.



Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Relevant qualifications in school administration at a senior level or equivalent experience outside of a school setting.
Experience	<ul style="list-style-type: none"> • Administrative and secretarial skills. • Dealing with face-to-face and telephone interactions. • Working with children or young people. • Working and collaborating within a team.
Skills and knowledge	<ul style="list-style-type: none"> • Good oral and written communications skills. • Ability to respond quickly and effectively to issues that arise. • Ability to plan, organise and prioritise to meet deadlines. • Ability to produce meeting minutes and documents of a high quality. • Ability to use own initiative and take action accordingly. • Excellent attention to detail. • Ability to use IT packages including word processing, spreadsheets and presentation software. • Ability to build effective working relationships with colleagues. • Understanding of data protection and confidentiality. • Understanding of safeguarding.
Personal qualities	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils. • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school. • Commitment to a team approach; dealing with difficult situations effectively and providing support to colleagues where needed. • Ability to work under pressure and prioritise effectively, maintaining confidentiality at all times. • Commitment to safeguarding and equality. • Embraces change well.



How to find Maidstone Grammar School - ME15 7BT
Directions from the M25/M26 AND M20

Stay on the M20 until Junction 7.

1. As you leave the M20 take the slip road to the roundabout and take the 3rd exit.
2. At the second roundabout (Notcutts Garden Centre is on your left), turn left.
3. At the next roundabout, turn right, this is New Cut Road.
4. Go straight across the mini roundabouts until you come to the Ashford Road traffic lights (T junction) and as far as you can go.
5. Turn right. You will then go along the Ashford Road until you come to a railway bridge across the road.
6. Turn left at these lights down Square Hill Road and follow it to the roundabout at the end.
7. At the roundabout turn right (second exit). A short distance along is a set of pedestrian lights, go past the lights and take the next left into Hastings Road and continue up this road until you come to the sharp right hand bend at the top.
8. Maidstone Grammar School's gates are directly in front of you on the bend, drive in and turn left into the car park.

Total distance from M20 to MGS is about 10 to 15 minutes.

Directions from Google Earth can be found [HERE](#)



List of documents required relating to your education/training if shortlisted for interview:

Teaching staff

Please ensure you bring with you the following original certificates if relevant:

- Degree certificate
- QTS certificate/any relevant teaching qualifications
- Valid Passport & Driver's Licence (or birth certificate) plus a recent bill or statement in your name, showing your current address.

Support Staff

Please ensure you bring with you if relevant:

- Valid Passport & Driver's Licence (or birth certificate) plus a recent bill or statement in your name, showing your current address.
- Original certificates which you have stated on your application form.



List of acceptable documents to prove eligibility to work in the UK:

As an employer, Maidstone Grammar School have a responsibility to prevent illegal migrant working in the UK. We carry out all necessary checks to ensure that our recruitment practices comply with the requirements set out in Sections 15–25 of the Immigration, Asylum and Nationality Act 2006. You, as a prospective employee, are required to provide us with documents that prove your eligibility to work in the UK.

You must provide evidence of your right to work in the UK if invited for interview or assessment. Any one of the documents included in List A or List B will provide defence if checked and copied:

List A – Acceptable Documents which show an ongoing right to work

1. A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.
2. A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of the European Economic Area country or Switzerland.
3. A registration certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4. A permanent residence card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
5. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the person named is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the United Kingdom.
6. A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.
7. A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom, **together with** an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer.
8. A **full** birth or adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents or adoptive parents, **together with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.



9. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **together with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
10. A certificate of registration or naturalisation as a British citizen, **together with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

List B – Documents which show a right to work for a limited period of time

Group 1 – Documents where a time-limited statutory excuse lasts until the expiry date of leave

1. A **current** passport endorsed to show that the holder is allowed to stay in the United Kingdom and is currently allowed to do the type of work in question.
2. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the United Kingdom and is allowed to do the work in question.
3. A **current** Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
4. A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer

Group 2 – Documents where a time-limited statutory excuse lasts for six months

1. A certificate of Application issued by the Home Office under regulation 17(3) or 18A(2) of the Immigration (European Economic Area) Regulations 2006 to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is **less than six months old together with a Positive Verification Notice** from the Home office Employer Checking Service* .
2. An Application Registration Card issued by the Home Office stating that the holder is permitted to take employment, **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
3. A **Positive Verification Notice** issued by the Home Office Employer Checking Service to the employer or prospective employer which indicates that the named person may stay in the UK and is permitted to do the work in question.

* A 'Positive Verification Notice' is official correspondence from the Home Office Employer Checking Service which confirms that a named person has permission to undertake the work in question.

Disclosure and barring (DBS) checks – relevant documents and routes

The person going through a DBS check (the applicant) must give their employer original documents (not copies) to prove their identity. The documents needed will depend on the route the application takes. The applicant must try to provide documents from Route 1 first.

Route 1

The applicant must be able to show:

- one document from Group 1, below
- 2 further documents from either Group 1, or Group 2a or 2b, below

At least one of the documents must show the applicant's current address.

Route 2

If the applicant doesn't have any of the documents in Group 1, then they must be able to show:

- one document from Group 2a
- 2 further documents from either Group 2a or 2b

At least one of the documents must show the applicant's current address. The organisation conducting their ID check must then also use an appropriate external ID validation service to check the application.

Route 3

Route 3 can only be used if it's impossible to process the application through Routes 1 or 2.

For Route 3, the applicant must be able to show:

- a birth certificate issued after the time of birth (UK and Channel Islands)
- one document from Group 2a
- 3 further documents from Group 2a or 2b

At least one of the documents must show the applicant's current address. If the applicant can't provide these documents they may need to be fingerprinted

Group 1: Primary identity documents

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photocard - (full or provisional)	UK, Isle of Man, Channel Islands and EU
Birth certificate - issued within 12 months of birth	UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, eg embassies, High Commissions and HM Forces
Adoption certificate	UK and Channel Islands



Group 2a: Trusted government documents

Document	Notes
Current driving licence photocard - (full or provisional) All driving licences must be valid.	All countries outside the EU (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, Channel Islands and EU
Birth certificate - issued after time of birth	UK, Isle of Man and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
HM Forces ID card	UK
Firearms licence	UK, Channel Islands and Isle of Man

Group 2b: Financial and social history documents

Document	Notes	Issue date & validity
Mortgage statement	UK or EEA	Issued in last 12 months
Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK or EEA	Issued in last 3 months
Financial statement, eg pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Work permit or visa	UK	Valid up to expiry date
Letter of sponsorship from future employment provider	Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK - not mobile telephone bill	Issued in last 3 months
Benefit statement, eg Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, eg from the Department for Work and	UK and Channel Islands	Issued in last 3 months



Document	Notes	Issue date & validity
Pensions, the Employment Service, HMRC		
EU National ID card	-	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands	Must still be valid
Letter from head teacher or college principal	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided	Must still be valid



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