



Maidstone Grammar School
for Girls

Non sibi sed omnibus

Sixth Form Administrator

Required from September 2024
Part-Time 17 hours flexible working hours per week
plus INSET days and 34 directed hours
Kent Scheme Salaries 5
Actual salary from £10,076-£10,480 per annum

We are seeking an enthusiastic, dynamic and experienced administrator to join the Sixth Form and Main Office Team. The purpose of this post is to support the Sixth Form Management Team in respect of administration tasks along with sixth form admissions.

Strong IT skills are essential as the administrator will be required to access/maintain databases eg use of Schools Information Management System (SIMS) or equivalent for reporting purposes, along with strong spreadsheet experience and co-ordinate events. Previous administration experience is highly desirable and experience of working in a school environment would be an advantage. Candidates should have a confident, helpful and professional manner.

Key areas of the role are:

- To undertake specific administration tasks as directed by the Assistant Headteacher for KS5 and the Sixth Form Management Team.
- To participate in the promotion of the Sixth Form to internal and external students.
- To process and administer all external Sixth Form enquiries regarding applications, option choices, keeping records up to date in respect of applications or withdrawals surrounding the admissions processes.
- To be the lead administrator in respect of Sixth Form events, for example, Speech Day and Sixth Form Open Events, in liaison with the Main Office Manager, and to attend such events.
- To manage Sixth Form admission administration.

The postholder is required to work for 41 weeks per year which includes 34 additional directed hours to include GCSE results days and following days to cover Sixth Form enrolment before the start of term 1. The 17 flexible working hours can be worked across 3-5 days per week. 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. 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/>

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

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 15th August 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.



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