



DARTFORD GRAMMAR SCHOOL

A LEARNING COMMUNITY DEVELOPING INTERNATIONAL CITIZENS

AFTERNOON RECEPTIONIST REQUIRED

Term Time + INSET days

1pm to 4.45pm (Monday to Friday) 18.75 hrs per week

Pay Grade: DGS3 -£23,337 (£10,262 pro rata)

For an application form contact Michelle Bexley on
01322 223039, Ext 146

Or by email: mbexley@dartfordgrammarschool.org.uk

Closing Date: Friday 30th August 2024 at 9am

Interviews to take place week commencing 2nd September 2024

Start Date: As soon as possible

Due to an internal promotion, we are seeking applications from an enthusiastic and committed professional, with responsibility for providing an effective and efficient reception service and undertaking designated administrative duties. Receptionist experience desirable but not essential as full training will be provided.

Dartford Grammar School is a selective secondary academy for boys, which admits girls to its sixth form. There are six forms of entry to Year 7, and all of the students joining the school are from the top 25% of the ability range. The current roll is 1,535, including 618 in the sixth form.

The school buildings are on one main school site, with the playing fields a short walk away. The school accommodation is in a mixture of heritage and contemporary accommodation and includes the Becket Sports Centre and the Mick Jagger Performing Arts Centre.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.



Dartford Grammar School: a company limited by guarantee

Registered in England: Company Number: 7486122

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