



Maidstone Grammar School for Girls

Non sibi sed omnibus

Site & Lettings Assistant

Required for July 2025

Full-time 52 weeks per year

Kent Scheme C £25,252-£26,262 per annum

27 days annual leave rising to 29 after 5 years' service

Maidstone Grammar School for Girls (MGGS) is seeking a reliable and proactive Site & Lettings Assistant to assist the Site Manager in maintaining a safe, secure, and well-maintained school environment. The successful candidate will play a key role in ensuring the smooth operation of the school's internal and external facilities, contributing to the safety, security, and overall upkeep of the site.

Key Responsibilities:

- Planned & Reactive Maintenance
- Fire & Security
- Health & Safety
- Cleaning & Waste
- Lettings
- General Site Responsibilities

The post holder will be required to work from 12pm to 8pm primarily, but there will be occasions where there is a need to remain to supervise school events or new lettings to up to 10pm.

Maidstone Grammar School for Girls is a very successful selective girls' school of 1,270 students with a mixed sixth form of approximately 360. Ofsted judged us to be outstanding and our examination results reflect this. We are a happy, thriving community, with a long standing tradition of excellence in all that we do. We have been an Advanced Thinking School since 2015. 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 Benenden Healthcare Scheme. Support Staff will be automatically enrolled in the Local Government Pension 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 16th May 2025

Interviews: 22nd May 2025

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