



Maidstone Grammar School *for Girls*



Site & Lettings Assistant

Required for July 2025

Full-time 52 weeks per year

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



The Post

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Required for July 2025

Full-time 52 weeks per year

Generally 12pm-8pm Monday - Friday with 30 minutes unpaid lunch

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

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

Summary of Job: Support the Site Manager in ensuring the safety and security of the establishment and providing a general maintenance service for internal and external facilities and buildings including the surrounding areas. To supervise lettings in the school.

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.

The Team & Our Facilities

The Site Team consists of the Site Manager, Site & Maintenance Assistant, along with the Site & Lettings Assistant.



Job Description

Summary of Job:

Support the Site Manager in ensuring the safety and security of the establishment and providing a general maintenance service for internal and external facilities and buildings, including the surrounding areas. To supervise lettings in the school.

Outline of Main Duties

Planned & Reactive Maintenance

- Plan and carry out all daily, weekly and other regular maintenance of the internal and external site facilities and equipment as well as carry out reactive duties. These could include: changing light bulbs, tap washers and clock batteries, replacing and/or repairing door locks, woodwork and decorating.
- Using Site Help to monitor and close jobs in a timely fashion.
- Support the Site Manager to ensure school heating systems are operational at all times.

Fire & Security

Maintain the security of the premises by opening and closing premises, in the absence of the Site Manager, (including times for lettings).

Repairing doors, latches and fences.

Acting as a key holder for out of hours contact to maintain a safe environment and respond to callouts at unsociable hours or at weekends to deal with security problems.

Undertake duties in the event of a fire evacuation

Health & Safety

- Ensure compliance with Health & Safety legislation and that all practices and procedures are conducted in a way that meets the relevant requirements for the wellbeing of others.
- Move heavy and awkward shaped furniture and supplies as requested and work at heights as required in accordance with Health and Safety regulations and after the completion of a Management Risk Assessment.
- Keep the site clean, safe and tidy at all times, including site staff work areas and offices
- Gritting and snow clearance when required in bad weather.
- Carry out the required regular checking of fire extinguishers, evacuation chairs and water temperature testing as required by external regulators, ensuring that these are logged in the Every system.
- Carry out PAT testing of electrical equipment and update the Every system as required by the Site Manager.

Cleaning and Waste

- Carry out reactive cleaning duties when required eg cleaning up spillages
- Litter clearance across the site.
- Emptying bins as required and disposing of waste appropriately and in line with legislation
- Clearing and unblocking drains and toilets to maintain a safe environment.

General Site Responsibilities

- Receive and distribute deliveries, including ensuring any storage areas are kept clear and hazard-free.
- Locking/unlocking the Yondr stations for mobile phone pouches.
- Move resources, equipment and furniture as required by the school, including setting up for exams and other school events.
- Support planned school calendar events eg open evenings after 8pm by utilising TOIL
- Drive the school minibus if qualified and trained to do so, for outings or staff journeys in accordance with the Highway Code.
- Liaise with contractors carrying out work on site as directed by the Site Manager. Escort and advise contractors who may be pricing or carrying out a job to ensure they are given adequate information to complete the task.
- Keep abreast of the latest technology and processes and make recommendations where appropriate.

Lettings

- Supervise all lettings and ensure the smooth running of the hire of facilities, arranging alternative accommodation whenever required. Check rooms and buildings to ensure that no person is still present, windows are shut, lights turned off and alarms are correctly set.
- Be available at ad hoc weekend lettings if necessary and to open/lock up the school if required.

General School Responsibilities

- Undertake appropriate training and professional development, as required by the school and in consultation with the line manager and Headteacher.

- Comply with school policies and procedures (including those relating to Equal Opportunities, Health and Safety, confidentiality and GDPR) and uphold the ethos of the school.
- Uphold the school's behaviour code and uniform regulations.
- Maintain high professional standards of attendance, punctuality, appearance, conduct, and positive, courteous relations with students, parents and colleagues.
- Undertake any other duties reasonably requested by the Headteacher, commensurate with the post.

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.

Staff & Others Supervised by the Job Holder

- Cleaners (in-house or contractors), in the absence of the Site Manager.

Person Specification

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.

Skills Summary

Technical Skills and Qualifications

- Use of a range of basic tools and machinery, eg . cordless drill, circular saw hedge trimmer.
- Follows work routines/instructions.
- A driving licence would be advantageous.
- Day to day operational maintenance of plant and equipment, checking heating oil levels and monitor boilers are working properly.
- Organising storage of event supplies and cleaning products, monitoring stock levels and reporting to Site Manager.
- Knowledge that is usually acquired based on “on the job training”, but often requiring some attendance of formal courses e.g. certificate in First Aid, asbestos management and water hygiene.

Operational Knowledge

- Knowledge across a number of jobs, services and/or processes within the area/site
- Knowledge of how own job fits into the activity and role of the area/site
- Knowledge of a range of other jobs in the area/site.

Planning and Organising

- Knows how to organise own workload
- Knows how to prioritise work and deliver on time
- Contributes to day-to-day smooth running of the unit or process
- Able to maintain accurate and timely records as required by the role e.g meter readings and water temperatures etc.

- Identifies and knows how to solve everyday job-based problems in liaison with supervisor.

Working with People

- Able to establish a rapport with service users as necessary eg contractors on site etc.
- Understands how to encourage and influence people to get the best from them
- Understands the needs of others and is able to respond accordingly.

Communication

- Able to understand information, advise and liaise with others accordingly
- Able to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate
- Able to listen, observe and contribute to discussions as required for the job.
- Able to communicate using information technology as required for the job.

Health and Safety

- Understands and able to apply Health and Safety procedures relevant to the job such as:
 - Manual handling
 - Safe use of machinery and/or equipment
 - COSHH
 - First Aid and Hygiene Practice
 - Lone working procedures and responsibilities.
- Able to recognise and to deal with emergency situations.

Equality

- Understands equal opportunities
- Deals with all clients and work colleagues fairly regardless of race, colour, sex, disability, age or religious belief under guidance from Line Manager.



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 16th May 2025

Interview date: 22nd May 2025

*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-notices/>

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 2024

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 2024 that re-enforce Ofsted’s quote, “The ambition for pupils at Maidstone Girls Grammar School (MGGS) is limitless.”

Summer 2024 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



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

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.

The Benefits of Working 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. Staff benefits include strong support for professional development.

At MGGS, there is something for everyone. We offer a comprehensive and competitive range of benefits, to suit all circumstances.

- A great work-life balance - We offer a variety of working patterns, such as part-time, job-share, term-time hours, and career breaks to get a work-life balance that's right for you.
- Personal Development
 - Tailored personal development plans - We are committed to developing you as an individual. You will have a unique Personal Development Plan tailored to you, which focuses on developing your skills.
 - CPD days and a range of workshops delivered through twilight
 - Performance development opportunities
 - Relevant external CPD training courses
 - Easy-to-access training - We have a range of training opportunities to suit your learning style, including face-to-face and eLearning courses as well as professional qualifications
 - Other great opportunities - There are also coaching and mentoring and volunteering opportunities.
- Support
 - A thorough induction - You'll get a comprehensive induction to MGGS when you join us
 - Statutory sick pay
 - Access to individual coaching to support you in achieving your career aspirations at MGGS
 - Support Line - a free confidential service that offers up to 7 counselling sessions a year
 - An inclusive and supportive work environment that enables everyone to do their job to the best of their ability. We also make workplace adjustments where necessary for health reasons.
- Free Benenden Healthcare (available for permanent staff only with a six month lead in period for full benefits):
 - Benenden Health aims to make private healthcare accessible to all. MGGS pays the costs of this however, it is a taxable benefit. Full information via <https://www.benenden.co.uk/health/healthcare/>
- Kent Adult Education - 10% discount on most Kent Adult Education courses.
- Kent Rewards:
 - Kent Rewards is the home of employee benefits, including staff in MGGS. The range of benefits may surprise you...
 - Shopping Discounts - with so many great local businesses in Kent, through Kent Rewards there are fantastic deals and discounts:
 - Discounts on train tickets, ferries and coaches, savings on holidays and flights
 - Cashback when booking experience days with Groupon, Living Social, Wowcher and many more
 - Saving on your utilities.
- Free On-Site Parking
- Free break-time coffee/tea
- Staff Well-being Committee
- Staff social events and activities



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