



**Mayfield Grammar School
Gravesend**

**Appointment of
Office Manager
required from September 2025**

Closing date: 1pm – Friday 27th June 2025



Mayfield Grammar School Gravesend

Pelham Road, Gravesend, Kent DA11 0JE
Telephone: 01474 352896 Fax: 01474 331195
Website: www.msgsg.co.uk Email: enquiries@msgsg.kent.sch.uk

Office Manager – from September 2025

37 hours per week – term time only + Development Days

There will be a requirement to work an extra 3 weeks during the school holidays (3 days to coincide with the Yr 7 Summer School, one week to coincide with the GCSE results and third week to be negotiated with Line Manager)

**Monday to Thursday 8.00 a.m. – 4.00 p.m.
Friday 8.00 a.m. – 3.30 p.m.**

Salary: KSE £27,852 (fte 0.93869 actual salary £26,144.33)

We are looking to appoint an Office Manager who is committed to working in partnership with the Headteacher and staff within the school, providing comprehensive high-level administrative support. We are looking for someone with a strong administrative background and a genuine commitment to improving the daily working life of the school.

The successful applicant will have experience of supervising staff and multi-tasking in a busy working office, preferably in a school. They will be responsible for the school's administrative function including admissions and be highly organised with good inter-personal skills and attention to detail.

In return we offer a supportive working environment with a team of friendly, efficient and professional staff who work together to achieve the aims of the school.

Further details and an application form are available from the Staff Vacancies section of the school website:
www.msgsg.co.uk

Applications made via Kent Teach will be accepted.
CVs will not be considered and should not be submitted.

All application forms with a covering letter should be addressed to Mrs E Wilson, Headteacher
must be received by **1.00pm on Friday 27th June 2025**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Mayfield Grammar School, Gravesend

Mayfield Grammar School, Gravesend is a selective girls' school with boys in the sixth form which is situated in the town of Gravesend, with easy access to the A2 and M25 and a direct rail link to Charing Cross. In February 2012 we converted to Academy Status and the school celebrated its Centenary throughout 2014/15. This academic year we will be marking our 110 year anniversary.

The school occupies two sites. One houses the original 1926 building with its distinctive quadrangle and bell tower, surrounded by its playing fields. New Science, Technology and Dining facilities opened across 2020-2021. Our second site has specially designed facilities for Technology, Sports and Drama which opened in 1995. There is IT provision on both sites and a new teaching block opened in 2021 which houses our new library, Music, multi-purpose activity studio, additional classrooms and specialist IT rooms.

The school is an 11-18 grammar school. Entry at age 11 is via the Kent 11 plus selection procedure comprising nationally standardised verbal, non-verbal and mathematics tests. The procedure allows admission of the top 25% of the ability range. An optional additional opportunity to assess eligibility for admission is available through the Mayfield testing procedure.

We are an outward looking school determined to provide the highest quality education by capitalising on opportunities available to the school. We work as a team where the contributions of all the staff are equally valued. We place major importance on providing new staff with an effective induction into the school and all staff are constantly seeking to improve their professional practice through external and internal training. Governors, parents and the community are extremely supportive of the work of the school.

The Senior Team consists of the Headteacher, a Deputy Headteacher, Senior Assistant Headteacher and five Assistant Headteachers. Curriculum Leaders lead their subject teams to ensure a high-quality teaching and learning experience for all our pupils. Pastoral care is led by an experienced team of Learning Leaders who work with Form Tutors and are supported by Pastoral Support Managers, Key Stage Co-ordinators (AHTs) and the Senior Assistant Headteacher. A House System was introduced in September 2014. Merit points are given to students during the year and the Aster Trophy is awarded to the House with the most points overall at the end of the academic year.

The curriculum follows the National Curriculum guidelines and students have the opportunity to gain ten GCSEs at the end of Year 11.

There are circa 1450 students on roll, 380 of whom are in the Sixth Form.

The school PAN is 210 for year 7 entry.

Extra-curricular activities include a full programme of sports, choirs, orchestras and other club activities. A large number of students participate in the Mayfield Challenge (Lower School) and the Duke of Edinburgh Award Scheme (Upper School and Sixth Form). There are Conferences, the Graduation Ball and many other opportunities for students to participate in events outside their classroom studies. The school enjoys strong links with the local business community and runs a full Careers (CEIAG) programme. The school runs an extensive programme of trips and visits both locally, nationally and internationally for all year groups.

Mayfield Grammar School is a happy community where we foster excellent relationships between staff and students.

This is a non-smoking school.

Anyone interested in the school is welcome to visit our website at www.mgsq.co.uk

JOB DESCRIPTION

Post Title	Office Manager
Responsible to:	Headteacher's PA
Hours:	<p>37 hours per week – term time only + Development Days There will be a requirement to work an extra 3 weeks during the school holidays (3 days to coincide with the Yr 7 Summer School, one week to coincide with the GCSE results and third week to be negotiated with Line Manager)</p> <p>Monday to Thursday 8.00 a.m. – 4.00 p.m. Friday 8.00 a.m. – 3.30 p.m.</p>
Salary:	KSE £27,852 (fte 0.93869 actual salary £26,144.33)

Responsibilities:	
<ul style="list-style-type: none"> ○ Admissions Officer - Administration and coordination of all Lower School and Upper School admissions including IYA admissions, appeals and the Mayfield testing procedure which will be directed by the Headteacher's PA. ○ Secretarial support for the Admissions Manager. ○ Healthcare Plan coordinator including liaison with the school AEN coordinator to ensure documentation is accurate and to provide information as requested for the School Events & Trips Coordinator. ○ First Aid Training Coordinator which will include being first aid trained (training will be provided) ○ Management of first aid supplies, First Aiders and student medication. ○ School Census administrator ○ School transport coordinator – to liaise with bus companies when school timings are changed. ○ Responsibility for the student database within the school's MIS system, currently SIMs. ○ Responsible for inputting and updating the school's Pastoral Structure each year in consultation with the school's timetabler/SLT. ○ SIMS reports as required. ○ Manage postage services – internal/external. ○ Electronic communications – email and text to parents and staff as required ○ Liaison with Pastoral Support Managers on production and distribution of student transfer documents. ○ Undertake administrative arrangements for external visitors/groups e.g. workshops, school photographer. ○ To provide cover if Attendance Officer is absent. ○ Responsible for staff briefing minutes. ○ Pupil premium coordination re free school meal administration. ○ To provide support for Headteacher in the absence of the Headteacher's PA. ○ To liaise with Headteacher's PA re holiday work. ○ Student reference coordination in consultation with appropriate staff. ○ Management of office related cost centres ○ Line management and Performance management of Front Office staff including second site reception and reprographics 	

Knowledge & Experience

A successful candidate will

- Hold a good standard of education, GCSE Maths & English (or equiv) at grade C or above.
- Have a good ability to communicate with parents and outside agencies in a polite and professional manner.
- Have high levels of organisational skills and the ability to prioritise own workload.
- Good IT skills, with working knowledge Word and Excel. Some experience of SIMS beneficial, but not essential.
- Have flexibility in their approach to work and be self-motivated.
- Be comfortable working with numbers.
- Have an eye for detail and a willingness to bring efficiencies to the role.

Staff are expected to undertake any other duties as may be reasonable as directed by the Headteacher and their Line Manager.

Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

All staff are expected to take delegated responsibility for the implementation of the Health and Safety Act as may be agreed.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. The job description is current at the time shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: _____ Dated: _____

Approved by: _____ Headteacher