



MAIDSTONE
GRAMMAR SCHOOL
FOUNDED 1549

Appointment of
Part Time First Aid Lead/Office Administrator
September 2026



Letter from the Head

Dear Candidate,

Thank you for your interest in Maidstone Grammar School. I am delighted that you are considering applying for a position in our school and hope that this information booklet will provide you with the information you require.

Maidstone Grammar School has a long and proud history, with roots that can be traced back to the 14th century. While much has changed since our founding in 1549, we continue to strive to provide our students with the best in modern education.

With a long-standing reputation for academic success and outstanding results at GCSE and A Level, we have a consistent record of providing our students with the qualifications and skills required to go on to destinations that meet their interests. Our broad and varied co-curricular and personal development programme, combined with our ethos, values, and commitment to academic rigor, produces well-rounded students.

We are looking to appoint a First Aid Lead/Office Administrator to join our highly regarded Office Team to provide efficient administrative support to the school while acting as the primary first aid officer, ensuring the health, safety, and wellbeing of students, staff, and visitors.

Maidstone Grammar School is a wonderful place to live and work. In staff surveys, at least 95% of our staff express that they enjoy working here. We are committed to developing our staff and invest heavily in providing access to appropriate and bespoke professional development opportunities and accreditations. We take pride in our low staff turnover rate and are honoured that many of our staff have dedicated numerous years of service to the school.

If this role sounds like a challenge and opportunity which excites you, and you believe that you have the necessary skills and experience, then we would be pleased to receive your application.

I hope to meet you in due course.

Your sincerely,

Mark Tomkins
Headteacher





An Introduction to Maidstone Grammar School

Maidstone Grammar School has a long and proud history. Since our founding in 1549, much has changed, but we remain grounded in the values enshrined in our original Charter as we strive to provide our students with the best of modern education.

The school has a long-standing reputation for academic success, consistently achieving outstanding results at GCSE and A Level year after year. In Summer 2025, 50% of all subject grades were graded 7-9, with 25% graded 8-9. Additionally, 96% of students achieved five grades between 9 and 4, including English and Mathematics. At A Level, 66% of all grades were A*-B, with 31% at A*-A. Notably, twenty seven students achieved at least three A grades or better. Moreover, 63% of students gained places at the UK's Top 30 universities, including 54% at Russell Group institutions, while seven students secured Oxbridge and medicine places.

However, MGS is more than just exam results. We offer a broad co-curricular and personal development programme. The school takes pride in its Combined Cadet Force (CCF), one of the oldest in the country, founded in 1906, with Army, Navy, and RAF sections. The school also has a national and local reputation of excellence in Sport and the school caters for the performance athlete and the enthusiastic participant.

The performing and visual arts also have a high profile at MGS. Music is integral to school life, encouraging all students, whether experienced performers or complete novices, to explore their musical talents. Drama encourages students to see themselves as budding actors and performers, with opportunities to audition for productions, participate in clubs, or showcase their talents. Art at the school emphasises diversity, focusing on individual student interests and abilities without adhering to a single house style.

Together, these elements, combined with our ethos, values, and belief in academic rigor, develop well-rounded students and uphold the school's legacy for over 475 years.

To find out more about Maidstone Grammar School, please visit our website: www.mgs.kent.sch.uk

Or, find us on social media:

Linkedin: [maidstone-grammar-school](https://www.linkedin.com/company/maidstone-grammar-school)

X: [@MGS1549](https://twitter.com/MGS1549)

Facebook: [MGS1549](https://www.facebook.com/MGS1549)

Instagram: [MGS_1549](https://www.instagram.com/MGS_1549)

Job Description

Job Title: First Aid Lead/Office Administrator
Hours: 28 hours per week/ Term Time only (40 weeks per year)
Start Date: 1 September 2026
Payscale : Kent Scheme C – £26,956 - £27,765
(Pro rata salary £18,318 - £18,868)

Reporting to: Office Manager

Key Duties and Responsibilities

First Aider

- To provide first aid to staff and students at the school within the competencies of the first aid certification held by the post holder.
- To oversee the care of students and others who are unwell or injured and decide on the most appropriate course of action to be taken in the best interest of that person.
- To attend emergency medical incidents wherever they occur in the school and undertake actions necessary to stabilise and assist the person, which may include calling the emergency services.
- To contact parents following incidents where emergency services have been called to support an individual and follow up any hospital visits, ensuring parents and appropriate school staff are kept informed of the individual's progress and accurate records are maintained.
- To be aware of students' specific medical conditions and care plans and complete Personal Emergency Evacuation Plans (PEEPS) when necessary.
- To supervise diabetics when they check their blood sugar levels.
- To follow school policy on the administration of medicines within school and maintain a register of students who have medicines in school and ensure a consent form is fully completed in each case. Supervise the taking of these at the appropriate time, checking expiry date/dosages and make sure they are kept securely at all times.
- To ensure that first aid kits and supplies are fully stocked and be responsible for maintaining those used for field and residential trips.
- To ensure that orders are placed in a timely way for the replenishment of first aid supplies.
- To contribute to meetings to discuss a specific child's health needs and progress as required.
- To carry out all the necessary paperwork to ensure the School complies with First Aid requirements as laid down by the Health and Safety Executive and Kent County Council and attend relevant courses as and when required.
- To ensure appropriate data / information is inputted to SIMS and that computer data is handled in a strictly private and confidential manner, according to data protection principles.
- Record all first aid interventions daily and provide basis statistics to members of the leadership team as required, for example, the number and type of first aid incidents in and during the school year etc.



Office Administrator:

- To undertake general administrative tasks to include ParentMail, Microsoft eforms, telephone enquiries etc.
- To take responsibility for the weekly bulletin to staff.
- To liaise with outside agencies to provide requested data for medical information such as NHS re vaccinations etc.
- To regularly remind parents to update contact details on Talaxy and approve changes.
- To maintain and update the emergency folder with parental contact details and update the whole school details and registration group folders (red folder).
- To support members of the SLT and other members of the senior team with administrative/diary management as agreed.
- To provide support and be back up to the Receptionist for both reprographics and reception duties.
- To take responsibility for the weekly bulletin to staff.
- Responsible for call back monitoring

Employee Responsibilities

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- 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 employee is expected to display a commitment to child protection and safeguarding. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Person Specification

Qualifications

- Previous experience in similar roles would be an advantage.

Experience

- Proven administrative experience.
- Previous experience of working with young people and their families.
- Experience of using Admissions Modules in SIMs would be advantageous.

Skills and Abilities

- Ability to work in an organised and methodical manner and maintain accurate records.
- Ability to convey information clearly and accurately, both verbally and in writing.
- Ability to take personal responsibility for organising day-to-day workload.
- Ability to work effectively and supportively as a member of a team.
- Able to use own initiative to respond proactively to situations.
- Ability to deal calmly, tactfully and effectively to a range of people.
- Ability to show sensitivity and objectivity in dealing with confidential issues.

Knowledge

- Demonstrate a basic understanding of the work of a school.
- Demonstrate a good understanding of school admission policies.
- Knowledge of a range of applications – Word/ Excel/ PowerPoint, SIMs.
- Demonstrate an understanding of confidentiality and child protection matters in a school setting.



Application Process

Apply via our online application form: <https://forms.office.com/e/La0TBdpcET>

The closing date for applications is: **Midday on Wednesday 3 June 2026.**

We reserve the right to interview and appoint prior to the closing date for applications, so early applications are encouraged.

It is the post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and so to adhere to and ensure compliance with the school's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Lead or to the Headteacher.

The selection process will typically involve:

- A tour of the School.
- An interview with the School Business Manager and Office Manager.
- An in-tray exercise.

If circumstances dictate, interviews may be conducted virtually.

If you require any reasonable adjustments to assist you in the selection process, please advise us of these so that we can make appropriate arrangements.

Please contact the Headteacher's PA, Mrs L Mantle by e-mail lmantle@mgs.kent.sch.uk if you require further support.

Maidstone Grammar School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service. Maidstone Grammar School is an Equal Opportunities Employer.



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Founded in 1549 | Headteacher Mr M Tomkins BSc NPQH

