



DARTFORD GRAMMAR SCHOOL



450TH ANNIVERSARY 1576-2026

RECEPTIONIST/6th FORM ADMINISTRATOR REQUIRED

Part-time – 27.5 hours per week – (8am to 1.30pm)
(term time + INSET days)

Pay Grade: DGS 5 - £25,252 - £26,262 fte (pro rata £16,359 - £17,013)

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

Or by email: mbexley@dartfordgrammarschool.org.uk

Closing date: Monday 6 July 2026 at 9am

Interviews to take place: Week commencing 6 July 2026

Start date: 1 September 2026

We are seeking an organised, proactive and enthusiastic Receptionist/Administrator to support the day-to-day running of the 6th form department in a busy school.

We are keen to hear from you if you have:

- a strong commitment to providing excellent customer service and creating a welcoming, professional environment for visitors, clients, and colleagues
- excellent organisational, communication, and IT skills, with the ability to manage multiple tasks efficiently and maintain accurate records
- experience working in administrative, customer service, reception, or office support roles (desirable)
- the ability to manage front-desk responsibilities confidently, handle enquiries professionally, prioritise workloads effectively, and contribute to the smooth day-to-day running of the office

Dartford Grammar School is a selective secondary academy for boys, which admits girls into 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 1,575, including 660 in the sixth form.

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.

Headmaster: Mr J C Metcalf BA MA

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