



Maidstone Grammar School  
for Girls

*Non sibi sed omnibus*

## **Data Manager**

**Full-time 37 hours per week term time plus 4 weeks**

**Required from May/June 2021**

**8am-4.00pm Monday- Thursday and Friday 8am-3.30pm**

**Kent Scheme Salaries 8: £24,489 - £27,928 per annum**

**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.**

We are seeking an enthusiastic, dynamic and innovative colleague to join our team of committed professionals. This post would be equally suitable for a recently qualified graduate (eg business or mathematics related degree), or someone with relevant school experience. The successful candidate will support the overarching objective of Maidstone Grammar School for Girls to deliver outstanding teaching and learning, by ensuring that the use of the school's database, School Information Management System (SIMS), is effective and efficient, and contribute to a high level of administrative efficiency in the school through the effective use of data, at all levels. The post requires the job holder to work closely with the Leadership Team and Governing Body, providing strategic information on student progress and achievement, and fulfil government and local authority requests for information.

Maidstone Grammar School for Girls is a very successful selective girls' school of 1220 students with a mixed sixth form of approximately 340. Since July 2019 we have been appointed by the Department for Education as a Computer Hub 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. 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, annual leave entitlement and healthcare scheme.

***"Maidstone Grammar School for Girls is an outstanding school" (Ofsted)***

Full details and an application pack are available from the school's website

<https://www.mggs.org/joining-us/join-our-team/vacancies/>

Applicants should complete our application form and email, along with a covering letter, to the Headteacher's PA, Miss Starns via email: [mstarns@mggs.org](mailto:mstarns@mggs.org)

**Closing Date: 8am 17th May 2021**

**Interviews: 19th May 2021**

*A forward-thinking community with a tradition of excellence*