



Maidstone Grammar School
for Girls

Non sibi sed omnibus

Examinations Invigilator
Casual Relief, Term Time Only - £9.50 per hour
Required from February 2022

We are looking to recruit additional individuals to join our experienced and dedicated team of Examinations Invigilators. Examinations Invigilators are used in school to aid the organisation and running of both the internal school assessments and the external formal examinations. There may also be an opportunity to accompany school trips and visits in the future, as well as supporting the School in other areas and ad hoc tasks as requested. The role is ideally suited to responsible and reliable individuals able to work using initiative and as part of a team. The hourly rate of pay is £9.50 per hour, you are also entitled to holiday pay which will be calculated at the same rate.

Full training will be given and it is expected that the successful applicants will attend the training sessions and meetings in school as required. The successful candidate should have experience in working with young people and show a commitment to supporting the ethos of the school and an ability to implement its policies, including Equal Opportunities and Health and Safety.

The postholder will receive a payment in respect of their pro rata entitlement to Annual Leave appropriate to their grade, Bank Holidays and the KCC concessionary day which is included in the salary above.

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.

“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

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.

**Closing Date: 8am on Monday, 24th January 2022
Interviews: Thursday, 27th January 2022**

Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service.

A forward-thinking community with a tradition of excellence