



Maidstone Grammar School  
*for Girls*

*Non sibi sed omnibus*

## Administration Assistant & Receptionist

Required from April/May 2023

Covering a maximum of 37 hours per week Term Time plus INSET days and 5 directed days

Kent Scheme Salaries 5 - Actual salary from £18,249 to £19,222 per annum for 37 hours per week (pre April 2023 uplift)

This post could suit either a full-time or part-time/job share candidate, individual applications are welcomed with an indication of preference for working hours and days of the week.

We are seeking an enthusiastic, dynamic and efficient Administrator & Receptionist to be the welcoming 'face' of MGGs and join our busy, friendly team. The successful candidate will present MGGs to the public in a professional manner and should be well presented and have a confident, helpful and professional telephone manner.

The postholder will provide a range of administrative support along with reception duties to support the school, covering for example the operation of the switchboard, greeting parents/carers and other visitors to the school; ensuring visitors are efficiently and professionally looked after, that visitors comply with safeguarding requirements.

Previous administration experience is essential as is front desk/switchboard experience and strong IT skills are essential. Experience of working in a school environment would be an advantage.

The postholder is required to work for 40 weeks per year. 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 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. Applicants are strongly encouraged to also complete our [Equal Opportunities &](#)

[Recruitment Monitoring Form](#). If you require any additional information please contact Ms Starns, PA to the Headteacher via email: [mstarns@mggs.org](mailto: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 27th March 2023**

**Interviews: 29th March 2023**

***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.***

The post is exempt from section 4 (2) of the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (2013 and 2020)). It is not, therefore, in any way contrary to the Act to reveal any information concerning convictions which would otherwise be considered as “spent” in relation to the applicant’s suitability for employment. Any such information will be kept in strict confidence and only used in consideration of the suitability of the applicant for such a position where such an exemption is appropriate.



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