



# Maidstone Grammar School *for Girls*



## Administration Assistant & Receptionist

Required from April/May 2023 Kent Scheme Salaries 5

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

*This post could suit either a full-time or part-time/job share candidate, individual applications are welcomed*





# The Post

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 full-time (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 and provide administrative support as directed by the line manager.

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.

## Job Description

<b>POST TITLE</b>	Receptionist with additional Administration Duties
<b>GRADE/WEEKS PER YEAR/HOURS</b>	Kent Range 5
<b>DATE</b>	March 2023
<b>RESPONSIBLE TO</b>	Headteacher
<b>REPORTING TO</b>	Main Office Manager

### Summary of Job:

The purpose of this post is to carry out an outstanding reception service and a range of administrative support to the school as directed by the line manager.

### Outline of Main Duties:

- To present MGGS to the public in a professional manner, both by effectiveness and attire as the welcoming 'face' of MGGS at our Visitor Reception.
- Ensure all visitors are efficiently and professionally looked after, that visitors comply with safeguarding requirements.
- To act as the first point of contact within the school, filtering enquiries as appropriate.
- Ensure that the Reception area is clean and tidy and current publications are available for visitors.
- To manage the operation of the switchboard and security barrier telephones.
- To monitor central emails ensuring information is accurately forward to the relevant department.
- To monitor the Reprographic Room ensuring sufficient supplies are available, re-ordering of stock and reporting mechanical issues to the Network Technician responsible.
- Administrative formatting and tasks such as sending ParentMails, staff and student planner updates, confiscated mobile telephone letters, book return co-ordination for example.
- Management of ParentMail connections and administration. Updating SIMS details for Students and Parents.

<ul style="list-style-type: none"> <li>● To supervise the student hatch as required.</li> </ul>
<ul style="list-style-type: none"> <li>● To act as a first aider at work.</li> </ul>
<ul style="list-style-type: none"> <li>● Undertake specific administration tasks as directed by the Main Office Manager.</li> </ul>
<ul style="list-style-type: none"> <li>● To be available on an occasional ad hoc basis to take part in supervising lessons, school trips, taking responsibility for a group of students.</li> </ul>
<ul style="list-style-type: none"> <li>● Undertake appropriate training and professional development, as required by the school and in consultation with the line manager and Headteacher.</li> </ul>
<ul style="list-style-type: none"> <li>● Comply with school policies and procedures (including those relating to Safeguarding, Child Protection, Equal Opportunities, Health and Safety, confidentiality and data protection) and uphold the ethos of the school.</li> </ul>
<ul style="list-style-type: none"> <li>● Fulfil any other tasks reasonably requested by the line manager.</li> </ul>
<b>Staff &amp; Others Line Managed by the Post Holder:</b> None.

### Safeguarding

- Adhere to the requirements as set out in the current version of KCSIE
- Attend/Complete all MGGS training in relation to safeguarding
- Report all safeguarding concerns in a timely manner as specified by the school
- Ensure there is a culture of safeguarding within all areas of the role
- Be committed to safeguarding and promoting the welfare of children and young people

## Person Specification

A list of qualities required always looks daunting. However, we would like to reassure you that we are realistic, and more interested in you as a whole person rather than in a tick-list of your attributes. It is not expected that you will have had the opportunity to develop each of the skills to the same level. Please use the statement in support of your application as an opportunity to tell us about your strengths, or the elements of your work of which you are most proud, and the ways in which you could make a contribution to this school.

	Characteristics
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>● At least grade B GCSE or equivalent in English and Mathematics</li> <li>● Administrative qualifications</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>● Strong work ethic and capacity for hard work</li> <li>● Ability to relate well to colleagues and students and parents / members of the public</li> <li>● A welcoming and professional manner</li> <li>● Ability to work well as part of a team</li> <li>● Flexibility in approach to completion of work</li> <li>● Ability to prioritise work under pressure and remain organised</li> <li>● Ability to work under pressure and meet strict deadlines</li> <li>● Generosity of spirit and a sense of humour</li> <li>● Willingness to contribute to extra-curricular activities</li> <li>● Knowledge of and genuine interest in educational issues and how they apply to this school.</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>● Excellent interpersonal and organisational skills</li> <li>● Knowledge of SIMS (Schools Information Management System) or information management systems</li> <li>● Ability to enter data input accurately and efficiently</li> <li>● Attention to detail and a good level of numeracy</li> <li>● Strong ICT skills, including the use of spreadsheets</li> <li>● Knowledge and understanding of school policies and procedures</li> <li>● A knowledge of Google apps</li> <li>● Knowledge and training in First Aid at work.</li> </ul>
<b>Experience and training</b>	<ul style="list-style-type: none"> <li>● Willingness to undertake appropriate training and professional development</li> </ul>

- Experience of office administration/reception duties
- Experience of working in a school
- Experience of working with young people.

## How to Apply

Applicants should complete the application form and email it along with a covering letter addressed to the Headteacher, Miss Deborah Stanley via [mstarns@mggs.org](mailto:mstarns@mggs.org). 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).

Please note that pre-interview visits are not available, however, full information including a virtual tour can be found on our website <https://www.mggs.org/>

## The Application Process

Application forms and full details can also be found on our Vacancies page on our website: <https://www.mggs.org/joining-us/join-our-team/vacancies/> and should be sent to [mstarns@mggs.org](mailto:mstarns@mggs.org).

Teaching and Support Staff references will be requested prior to interview.

## Important Dates

\*Closing date for applications: 8am on 27th March 2023

Interview date: 29th March 2023

\* Applications are 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.

Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. All posts are subject to an Enhanced Disclosure Application to the Disclosure and Barring Service. For more information please see our [Safeguarding Policy](#).

## The Benefits of Working at MGGS

Maidstone Grammar School for Girls is located on a 16 acre site surrounded by attractive open grassed areas and woodland. We are within easy walking distance from the centre of Maidstone and served by two nearby mainline rail links and convenient access to the M20 and M2 motorways.

At MGGS, there is something for everyone. We offer a comprehensive and competitive range of benefits, to suit all circumstances.

- A great work-life balance - We offer a variety of working patterns, such as part-time, job-share, term-time hours, and career breaks to get a work-life balance that's right for you.
- Personal Development
  - Tailored personal development plans - We are committed to developing you as an individual. You will have a unique Personal Development Plan tailored to you, which focuses on developing your skills.
  - Easy-to-access training - We have a range of training opportunities to suit your learning style, including face-to-face and eLearning courses as well as professional qualifications.
  - Other great opportunities - There are also coaching and mentoring and volunteering

opportunities.

- Support
  - A thorough induction - You'll get a comprehensive induction to MGGS when you join us.
  - Statutory sick pay.
  - Support Line – a free confidential service that offers up to 7 counselling sessions a year.
  - Further wellbeing support and signposting to support mental health.
  - An inclusive and supportive work environment that enables everyone to do their job to the best of their ability. We also make workplace adjustments where necessary for health reasons.
- Reward and Recognition
  - A yearly assessment to give you feedback on how your performance has made a difference with 4 levels of pay awards.
  - Rewards for exceptional performance - Managers can also celebrate success in different ways. This can include cash or non-cash awards to acknowledge your performance at any time throughout the year.
- Local Government Pension Scheme
  - Access to the excellent Local Government Pension Scheme (LGPS) with above average employer contributions.
  - Option to pay Additional Voluntary Contributions.
- Leave
  - A generous holiday entitlement - which for Term Time only colleagues is incorporated into the annual salary.
  - Additional leave - including statutory maternity, paternity, adoption and parental leave is available as well as personal and carer's leave at the discretion of the Headteacher.
- Free Benenden Healthcare (available for permanent staff only with a six month lead in period for full benefits):
  - Benenden Health aims to make private healthcare accessible to all. MGGS pays the costs of this however, it is a taxable benefit. Full information via <https://www.benenden.co.uk/health/healthcare/>
  - Wellbeing Centre - A portal packed with healthy meal ideas, financial support and advice, mental wellbeing support and a wide range of exercise and activity programmes.
- Kent Adult Education - 10% discount on most Kent Adult Education courses.
- Kent Rewards:
  - Kent Rewards is the home of employee benefits, including staff in MGGS. The range of benefits may surprise you...
    - Shopping Discounts - with so many great local businesses in Kent, through Kent Rewards there are fantastic deals and discounts:
      - Discounts on train tickets, ferries and coaches
      - Savings on holidays and flights
      - Cashback when booking experience days with Groupon, Living Social, Wowcher and many more
      - Saving on your utilities
- Free On-Site Parking
- Free break-time coffee/tea
- Staff Well-being Committee
- Staff social events and activities

## About Us

*Welcome to our forward-thinking community with a tradition of excellence*

Maidstone Grammar School for Girls, or 'MGGS', as it is more often known, has a strong community spirit which is underpinned by our belief that the happiness of all our students is key to enabling them to succeed. We have been providing an academic education for girls (and boys in the Sixth Form) from the town of Maidstone and its surrounding area for over 130 years.

MGGS is a very special place. Our students love learning; they are talented, compassionate and inquiring young people who have a deep sense of belonging and commitment to their school.

As an outstanding school we are ‘A forward-thinking community with a tradition of excellence’, ensuring we develop young adults of character, who are able to flourish as adults in today’s society. We deliberately combine our rich tradition of community service with the school’s strong house system. The school’s house system brings students of all ages together in many whole school activities and creates friendships which endure, lasting well beyond their years at school. At MGGS we focus on students as individuals, fully engaging with the latest technology available to enhance students’ learning.

Our academic curriculum at MGGS provides students with outstanding examination results year on year. In summer 2022 75% of students achieve A\*-B grades and at GCSE 56% were grades 9 to 7.

*“I love being part of the MGGS community. From day one I felt welcomed into something special. There are so many opportunities for me to try new things and take part in activities that I enjoy. I really feel that my happiness is as important to the school as my academic success.”* Year 7 Student

MGGS is a Leading Light school, using G Suite for Education, and we have been acknowledged by Google UK as one of the most advanced schools for its integrated use to promote student learning. MGGS is a Computing Hub for the South East, a status awarded by the Department for Education for our high standards in Computer Science. Other notable awards include the British Council’s prestigious International School Award in recognition of our work in bringing the world into the classroom. Furthermore, we have been successfully reassessed and have maintained our Quality in Careers Standard, the national quality award for careers education, information, advice and guidance (CEIAG).

We are widely recognised for our broad and balanced curriculum (all students study two languages at Key Stage 3), and our tradition of academic excellence, together with the many enriching extra-curricular activities we provide for students. We believe that our Curriculum and Sixth Form Extra enrichment programmes are vital to building self-confidence, resilience, and leadership skills in all of our students. We nurture individuality and scholarship to ensure that our young people will go on to take leading roles in society and become happy and fulfilled adults.



## Our Results

### A Level Exam Results 2022

We are very proud of our students; not only are their academic standards high, but they also develop as confident articulate individuals ready to take full advantage of opportunities as they arise

We see a continued trend of increasing academic results year on year at MGGS, enabling students to pursue their individual goals. They go on to pursue a wide range of pathways, including university study, apprenticeships and employment.

Summer 2022 has seen:

168 students sat a total of 470 A level examinations

44% of all grades were A\* or A, with 12 students achieving complete sets of A\* grades

75% A\* – B grades

92% achieved A\*- C grades

A quarter of the cohort have gained places at Russell Group universities with 3 students gaining Oxbridge places, including 2 to study Medicine.

## GCSE Exam Results 2022

We are very proud of all the achievements of our talented students, especially their outstanding GCSE results.

Summer 2022 saw our Year 11 students achieve some fantastic results, which was a result of their hard work and resilience over the last two years. It has been a challenging time for all. Our Year 11 students demonstrated their commitment to their education, as well as in managing challenges that others before them have not had to face.

We are extremely pleased to be celebrating the fantastic achievements of our Year 11 students. Our students have risen to the increased challenge of the GCSE specifications and have been very successful. We are very proud of all of their individual achievements and look forward to the next stage of their education at MGGS Sixth Form.

Summer 2022 has seen:

171 students sat a total of 1791 GCSE examinations

56% of grades achieved were 9-7

80% of grades achieved were 9-6

93% of grades achieved were 9-5



## General Information

Please refer carefully to the information you have been provided for this post. Please ensure you complete **ALL** sections of the application form.

Your application will be treated in the strictest confidence. Please see our GDPR and Data Protection Policy, Equality Policy, Child Protection Policy on our website

<https://www.mggs.org/key-information/policies-public-notice/>

MGGS is committed to ensure that we develop a safe culture and that all steps are taken to recruit staff and volunteers who are safe to work with our learners and staff. MGGS will follow relevant guidance in [Keeping Children Safe in Education 2022](#) (Part Three, 'Safer Recruitment') and from The Disclosure and Barring Service (DBS). It is an offence to apply for a role if the applicant is barred from engaging in regulated activity relevant to children. Please see the [Guidance on Rehabilitation of Offenders Act 1974 and the Exceptions](#)



*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.*

