



Maidstone Grammar School
for Girls

Non sibi sed omnibus

SEND Teaching Assistant & Administrator

Required for September 2026

Kent Range KSC £26,956 pa pro rata equating to £12,758 per annum.
20 hours per week term time plus 20 directed hours - Permanent contract

Maidstone Grammar School for Girls is seeking to appoint an enthusiastic, organised, and forward-thinking SEND Teaching Assistant and Administrator to join our dedicated SEND support team. The post holder will offer one-to-one support to a student, helping to support within lessons as well as providing one-to-one intervention as required. The role will also involve SEND administration and will report to the SENCO and be part of the SEND and Pastoral Team.

Main roles and responsibilities:

- SEND support
- To attend lessons for a student with SEND as required and provide 1:1 support in line with their EHCP
- Provide pastoral and emotional support for students with SEND
- Provide administrative support to the SEND team.

The postholder is required to work for 39 weeks per year and 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 1,250 students with a mixed sixth form of approximately 320. Ofsted judged us to be outstanding and our examination results reflect this. We are a happy, thriving community, with a long standing tradition of excellence in all that we do. 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 Benenden Healthcare Scheme.

“Maidstone Grammar School for Girls is an outstanding school” (Ofsted March 2023)

Applicants should complete the application form and email addressed to the Headteacher, Miss Deborah Stanley via 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

Full details and an application pack are available from the school's website
<https://www.mggs.org/joining-us/join-our-team/vacancies/>

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 for applications: 8am on 9th July 2026

Interviews: 13th July 2026

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 School will undertake an online check of shortlisted candidates in accordance with the requirements of the current edition of Keeping Children Safe in Education.

For more information please see our [Safeguarding Policy](#).

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

