



**MAIDSTONE  
GRAMMAR SCHOOL**  
FOUNDED 1549

**Assistant Student Services Manager**  
**37 hours a week, 39 weeks per year**  
**Kent Range 7, £25,378 - £28,466**  
**(£22,022 – £24,701 pro rata)**

**Required for 1 September 2023**

We are looking to appoint an Assistant Student Services Manager to work within our pastoral team, providing interventions, support and guidance in relation to student welfare, behaviour, attendance and safeguarding. The successful candidate should have excellent communication and organisational skills. Counselling skills and qualifications would be an advantage, as would experience within the police or similar professions. Full details in the job description.

MGS offers a stimulating academic environment in which to work with students whose commitment to study has been highly praised by Ofsted.

Please contact the Headmaster's PA, Mrs DA Friend, by phone or e-mail ([denise.friend@mgs-kent.org.uk](mailto:denise.friend@mgs-kent.org.uk)) for a Job Description and an application form or download from our website [www.mgs.kent.sch.uk](http://www.mgs.kent.sch.uk)

The deadline for the receipt of applications, by letter with completed MGS application form is midday on Thursday 26 May 2023. Application via email is acceptable. Applications will be considered as they are received. Suitable candidates may be interviewed before the closing date and Maidstone Grammar School reserves the right to withdraw the position if an early appointment is made. Please note that CVs will not be accepted.

*Maidstone Grammar School is committed to safeguarding and promoting the welfare of children and applicants will undergo child protection screening appropriate to the post, including checks with former employers and the DBS. Maidstone Grammar School is an Equal Opportunities Employer.*

