



**MAIDSTONE
GRAMMAR SCHOOL**
FOUNDED 1549

Required from September 2023

Sixth Form Administrator
30 hours a week, 40 weeks per year
Kent Range 5, £22,595 - £23,693
(£16,305 – £17,097 pro rata)

We are looking to appoint a Sixth Form Administrator to provide administrative support for day to day operation of the sixth form under the direction of our Head of Sixth Form. You will liaise with students, staff and parents and work as part of a sixth form team. 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) for a Job Description and an application form or download from our website www.mgs.kent.sch.uk

The deadline for the receipt of applications, by letter with completed MGS application form is midday on Monday 5 June 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.

