



MAIDSTONE
GRAMMAR SCHOOL
FOUNDED 1549

Required for October 2024

Personal Assistant to the Headteacher

Full Time - (52 weeks/37 hours per week) or

Term Time (43 weeks/37 hours per week)

Salary: Kent Range 10 - £36,866 - £43,011

The Headteacher and Governing Body are seeking to appoint an experienced and dynamic Personal Assistant to the Headteacher. The successful candidate will provide comprehensive and strategic administrative support to the Headteacher and be appropriately qualified. Experience of a school setting would be desirable but is not essential. The role requires a collaborative team player who is able to multitask effectively, motivate others and demonstrate excellent interpersonal and organisational skills. Confidentiality, integrity and loyalty are important expectations of this role. This a varied role that encompasses all areas of personnel, HR, recruitment, staffing and student administration and therefore experience, knowledge and understanding of school administration or similar environment is an important element.

MGS is an 11-18 academically selective boys' grammar school with a mixed sixth form and offers a stimulating academic environment in which to work with students whose commitment to study has been highly praised by Ofsted.

Please contact the Headteacher's PA, Mrs DA Friend, by phone or e-mail (dfriend@mgs.kent.sch.uk) for an information pack or download one from the MGS website <https://mgs.kent.sch.uk/>

The deadline for the receipt of applications, by letter, with completed MGS application form, is **midday on Friday 3 May 2024. Please complete the application form via this [LINK](#).** If you would like to visit the school and meet the Headteacher during 22- 25 April or 29 April to 1 May, please contact Mrs D Friend via the email address above. CVs are not accepted, please complete the application form in full. Interviews will take place on Tuesday 21 May 2024.

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.

