



Required for October 2024

School Business Manager

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

Salary: Kent Range 14 - £64,868 - £73,071

The Headteacher and Governing Body are seeking to appoint a highly motivated and experienced School Business Manager with excellent experience of school finance, personnel and administration services, as well as having knowledge and experience in health & safety, estates management, IT infrastructures and building developments. Experience of a school setting would be desirable. The role requires a collaborative team player who is able to multitask effectively, motivate others and demonstrate excellent interpersonal and organisational skills.

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 Thursday 16 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.

