



Maidstone Grammar School for Girls

Non sibi sed omnibus

Aspiration & Careers Lead

Required from October 2024

8am-4.00pm Monday - Thursday and Friday 8am-3.30pm

Kent Scheme Salaries 8: £26,995 - £32,769 per annum pro rata full-time
(Equating to £26,037 - £29,426 per annum)

We are seeking an enthusiastic, dynamic and innovative colleague to join our team of committed professionals. The post could suit a recently qualified graduate with no previous experience but a willingness to develop and learn, or someone with previous experience in secondary or higher education, careers information, or human resources.

The core purpose of the post is to provide a thorough, personalised careers service throughout MGGS, providing engaging advice, guidance and support to students including on post-16 choice university degree opportunities and degree apprenticeships. Careers Education, Information, Advice and Guidance (CEIAG) is part of a whole school approach that raises the aspirations and outcomes for students by playing a major role in preparing them for the opportunities, responsibilities and experiences of life after school.

The postholder is required to work for 40 weeks per year. The postholder 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 1250 students with a mixed sixth form of approximately 340. MGGS has been appointed by the Department for Education as a Regional Computer Hub in recognition of the expertise the school has evidenced in Computing Education and will take a lead in training teachers across the south east in the delivery of Computing. 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 healthcare scheme.

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

Applicants should complete the application form and email it along with a covering letter 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

Please note that pre-interview visits are not available, however, full information including a virtual tour can be found on our website <https://www.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 welcomed immediately

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: 8am on 18th September 2024

Interviews: 23rd September 2024

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 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