



Maidstone Grammar School  
*for Girls*

*Non sibi sed omnibus*

## Casual Relief Cover Supervisor

Required from March 2025

Kent Range KR5 £24,040-£25,002 pa pro rata

08:30-15:30 Daily Routine Term Time

We are looking to recruit a Cover Supervisor on a casual relief basis to join our experienced and dedicated team at times when cover is high. This post could suit somebody who is looking for flexibility of when and which days to work, but is interested in being part of a school community or is a recently retired Teacher or Teaching Assistant, or someone looking for additional employment along with other commitments.

The responsibilities include supervising classes when a teacher is absent and carrying out administrative tasks when appropriate. The successful candidate should have experience in working with young people and show a commitment to supporting the ethos of the school and an ability to implement its policies, including Equal Opportunities and Health and Safety.

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 1,270 students with a mixed sixth form of approximately 360. Ofsted judged us to be outstanding and our examination results reflect this. We are a happy, thriving community, with a long standing tradition of excellence in all that we do. We have been an Advanced Thinking School since 2015. 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.

***“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](mailto: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](mailto: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 28th February 2025**

**Interviews: 5th March 2025**

***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*