



Maidstone Grammar School
for Girls

Non sibi sed omnibus

Cover Supervisor

Full Time Required for November 2024

Full Time: Working 32.5 hours per week Monday and Fridays 8.30am-3.30pm

Term Time plus 32.5 directed hours

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

Equating to £18,324-£19,057 pa for Full Time

We are looking to recruit a Cover Supervisor to join our experienced and dedicated team. The responsibilities include supervising classes when a teacher is absent, assisting with exam invigilation, 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. This position may suit a recently qualified graduate who is thinking of going into teaching in due course.

The postholder is required to work for 39 weeks per year and 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/>

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 10th October 2024

Interviews: 14th October 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