



Maidstone Grammar School for Girls

Non sibi sed omnibus

Data Manager

Required for July 2026

Kent Scheme KS F £30,442 - £33,184 per annum

Full-time 37 hours per week term-time, plus 4 weeks, including A Level & GCSE results days. 8am-4.00pm Monday-Thursday and Friday 8am-3.30pm

Maidstone Grammar School for Girls is seeking to appoint an enthusiastic, organised, and forward-thinking Data Manager to join our dedicated support team. This vital role is central to the smooth administrative running of the school, taking operational responsibility for the management, development, and integrity of our School Information Management System (SIMS) and our integrated school portal, EduLink One. This position offers an excellent opportunity for either a recently qualified graduate holding a relevant degree, looking to launch their career, or an experienced professional with a proven track record of data management within an educational setting.

The postholder will be expected to work closely with the Senior Leadership Team, providing strategic information on student progress, behaviour, and achievement to help inform school strategy.

The postholder is required to work for 42 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 1,250 students with a mixed sixth form of approximately 320. 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. 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 Benenden Healthcare Scheme.

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

Applicants should complete the application form and email 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

Full details and an application pack are available from the school's website

<https://www.mggs.org/joining-us/join-our-team/vacancies/>

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 2nd June 2026

Interviews: 5th June 2026

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 School will undertake an online check of shortlisted candidates in accordance with the requirements of the current edition of Keeping Children Safe in Education.

For more information please see our [Safeguarding Policy](#).

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