DARTFORD GRAMMAR SCHOOL

450TH ANNIVERSARY 1576-2026

Themickjaggercentre as part of

Dartford Arts Centre and Dartford Grammar School

Part-time Music School Administrator

25 hours per week, term time + Inset Days + 10 additional days

(the occasional Saturday mornings may be required)

£16,274 actual pro rata salary (DGS3 £26,168fte)

Start date: January 2027

The Mick Jagger Centre, based at Dartford Grammar School, is looking for an experienced administrator who has excellent knowledge of organisational, administrative, and communication skills.

We are keen to hear from you if you:

- Have excellent inter-personal, administration, IT and organisational skills;
- Are able to manage information systems, scheduling, promoting events within the MJC;
- Have good communication skills and able to liaise with customers, parents, students, and teachers on all aspects.

For an application form contact Michelle Bexley, HR Manager, on 01322 223039, ext 146 or by email: mbexley@dartfordgrammarschool.org.uk

Dartford Grammar School is a selective secondary academy for boys, which admits girls into its sixth form. There are six forms of entry to Year 7, and all of the students joining the school are from the top 25% of the ability range. The current roll is 1,575, including 660 in the sixth form.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.