



DARTFORD GRAMMAR SCHOOL

A LEARNING COMMUNITY DEVELOPING INTERNATIONAL CITIZENS

RECEPTIONIST REQUIRED

Term Time + INSET days
7.30am to 4.00pm Wednesday to Friday - (22.5 hours)
Pay Grade: DGS3 -£24,513 (£12,935 pro rata)

For an application form contact Michelle Bexley on
01322 223039, Ext 146
Or by email: mbexley@dartfordgrammarschool.org.uk

Closing Date: Wednesday 16th July 2025 at 9am
Interviews to take place Thursday 17th July 2025
Start Date: 1 September 2025

Due to retirement, we are seeking applications from an enthusiastic and committed professional, with responsibility for providing an effective and efficient reception service and undertaking designated administrative duties. Receptionist experience desirable but not essential as full training will be provided.

Dartford Grammar School is a selective secondary academy for boys, which admits girls to 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 1,535, including 618 in the sixth form.

The school buildings are on one main school site, with the playing fields a short walk away. The school accommodation is in a mixture of heritage and contemporary accommodation and includes the Becket Sports Centre and the Mick Jagger Performing Arts Centre.

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.

