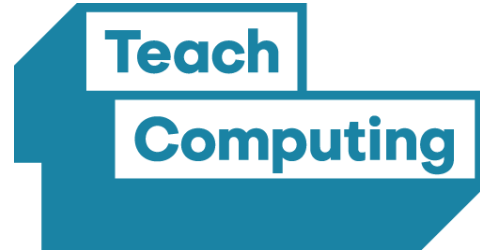




Maidstone Grammar School
for Girls

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Sixth Form & Computing Hub Administrator

Required from September 2024

Full-Time Term Time 37 hours per week
plus INSET days and 10 directed days

Kent Scheme Salaries 5

Actual salary from £21,930 £22,808 per annum

Due to the expansion of the Computing Hub and increased regional responsibilities, as well as the need for enhanced support within our Sixth Form, we are seeking an enthusiastic, dynamic, and efficient Administrator to join our team of committed professionals.

Key Responsibilities:

Computing Hub Administration:

- Provide comprehensive administrative support to the NCCE Maidstone & Kent Regional Computing Hub.
- Maintain diaries, schedule and book meetings, training courses, and conferences.
- Liaise with schools and other stakeholders to coordinate events and physical computing kit loans.
- Produce promotional materials and assist the Computing Hub Project Manager with various tasks.
- Co-host online training sessions and create digital communications.

Sixth Form Administration:

- Support the Sixth Form Management Team with various administrative tasks.
- Manage sixth form admissions processes.
- Co-ordinate events and activities related to the Sixth Form.
- Use the Schools Information Management System (SIMS) or equivalent for reporting purposes.

Required Skills and Experience:

- Strong IT skills, including experience with databases and online systems.
- Proficient in spreadsheet software and capable of extracting and analysing data reports.
- Previous administration experience is highly desirable.
- Experience in a school environment would be an advantage.
- Confident, helpful, and professional manner.
- Ability to create and manage digital communications and co-host online sessions.
- Previous experience in a similar administrative role.
- Familiarity with school administrative systems (SIMS).
- Excellent organisational and multitasking abilities.

Why Join Us?

- Be part of a dynamic and supportive team.
- Contribute to the development and success of our regional Computing Hub.
- Play a key role in supporting the Sixth Form at MGGS.
- Opportunities for professional development and training.

The postholder is required to work for 41 weeks per year which includes 15 additional directed days to include GCSE results days and following days to cover Sixth Form enrolment before the start of term 1. 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 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/>

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 15th August 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