



Maidstone Grammar School
for Girls
Non sibi sed omnibus

Attendance Officer Required from September/October 2021

Term Time: 35 hours per week, plus 35 negotiated hours

8.30am-3.30pm Monday to Friday

Kent Scheme Salaries Range 5: £19,723-£20,893 per annum pro rata equating to £16,046pa

We are seeking an enthusiastic, dynamic and efficient Attendance Officer to join our team of committed professionals. The successful candidate will act as the school's Attendance Officer and will provide a range of student reception and administrative duties for the school.

Strong IT skills are essential and a knowledge of SIMS (Schools Information Management System). Previous administration experience is highly desirable and experience of working in a school environment would be an advantage. Candidates should have a confident, helpful and professional manner.

This post offers the opportunity to work with high ability students in a supportive, friendly and forward-thinking environment.

Maidstone Grammar School for Girls is a very successful selective girls' school of 1250 students with a mixed Sixth Form of approximately 320. Since July 2019 we have been appointed by the Department for Education as a Computing 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. This 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 a healthcare scheme.

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

Full details and an application pack are available from the school's website www.mggs.org. Applicants should complete our application form and email, along with covering letter, to the Headteacher's PA. If you require any additional information please contact Ms Starns, PA to the Headteacher, via email: mstarns@mggs.org

Applications welcomed immediately

Closing Date: 8am Monday, 20th September 2021

Interview Date: Friday, 24th September 2021

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.

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment.