



**Mayfield Grammar School
Gravesend**

**Appointment of
Administrative Assistant/Receptionist
KR5 £22,595 pro rata (actual salary £19,607.23)**

Closing date: 1.00 p.m. – Wednesday 20th September 2023



Mayfield Grammar School Gravesend

Pelham Road, Gravesend, Kent DA11 0JE
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Website: www.mgsg.co.uk Email: enquiries@mgsg.kent.sch.uk

Administrative Assistant/Receptionist

KR5 £22,595 pro rata (actual salary £19,607.23)
37 hours a week
Mon to Thurs 8.00 am to 4.00 pm (1/2 hour lunch unpaid)
Fri 8.00 am to 3.30 pm (1/2 hour lunch unpaid)
plus Development days (39 weeks a year)

We are seeking to appoint an Administrative Assistant/Receptionist who is committed to working in partnership with the Headteacher and staff within the school providing administrative support to the Main School Office.

The successful candidate will have experience of multi-tasking in a busy working office and reception. They will be responsible for main reception and all administrative duties required to provide the smooth running of the Main Office.

In return we offer a supportive working environment with a team of friendly, efficient and professional staff who work together to achieve the aims of the school.

Further details and an application form are available from the Staff Vacancies section of the school website www.mgsg.co.uk
Applications made via Kent Teach and TES will be accepted.
CVs will not be considered and should not be submitted.

All applications with a covering letter addressed to Mrs E Wilson, Headteacher must be received by **1.00 p.m. on Wednesday 20th September 2023**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Mayfield Grammar School, Gravesend

Mayfield Grammar School, Gravesend is a selective girls' school with boys in the sixth form which is situated in the town of Gravesend, with easy access to the A2 and M25 and a direct rail link to Charing Cross. In February 2012 we converted to Academy Status and the school celebrated its Centenary throughout 2014/15.

The school occupies two sites. One houses the original 1926 building with its distinctive quadrangle and bell tower, surrounded by its playing fields. New Science, Technology and Dining facilities opened across 2020-2021. Our second site has specially designed facilities for Technology, Sports and Drama which opened in 1995. There is ICT provision on both sites and a new teaching block which houses our Learning Resources Centre, Music, Multi-purpose Sports Hall, additional classrooms and specialist IT rooms.

The school is an 11-18 grammar school. Entry at age 11 is via the Kent 11 plus selection procedure comprising nationally standardised Verbal, Non-Verbal and Mathematics tests. The procedure allows admission of the top 25% of the ability range. An optional additional opportunity to assess eligibility for admission is available through the Mayfield testing procedure.

The school was judged to be Outstanding by Ofsted in June 2013. Ofsted reported that "achievement in all subjects including English and Mathematics is exceptionally high" and that "The behaviour of students is exemplary. They engage enthusiastically with their learning, are courteous, polite and keen to contribute fully to the life of the school".

We are an outward looking school determined to provide the highest quality education by capitalising on opportunities available to the school. We work as a team where the contributions of all the staff are equally valued. We place major importance on providing new staff with an effective induction into the school and all staff are constantly seeking to improve their professional practice through external and internal training. Governors, parents and the community are extremely supportive of the work of the school.

The Senior Team consists of the Headteacher, a Deputy Headteacher, Senior Assistant Headteacher and five Assistant Headteachers. Curriculum Leaders lead their subject teams to ensure a high-quality teaching and learning experience for all our pupils. Pastoral care is led by an experienced team of Learning Leaders who work with Form Tutors and are supported by Key Stage Co-ordinators (AHTs) and the Senior Assistant Headteacher. A House System was introduced in September 2014. Merit points are given to students during the year and the Aster Trophy is awarded to the House with the most points overall at the end of the academic year.

The curriculum follows National Curriculum guidelines. All students have the opportunity to gain ten or eleven GCSEs at the end of Year 11.

There are circa 1319 students on roll, 320 of whom are in the Sixth Form.

The school PAN is 210 for year 7 entry.

Extra-curricular activities include a full sporting programme, choirs, orchestras and other club activities. A large number of students participate in the Adventure Service Challenge (Lower School) and the Duke of Edinburgh Award Scheme (Upper School and Sixth Form). There are Conferences, the Graduation Ball and many other opportunities for students to participate in events outside their classroom studies. The school enjoys strong links with the local business community and runs a full Careers (CEIAG) programme. The school runs an extensive programme of trips and visits both locally, nationally and abroad for all year groups.

Mayfield Grammar School is a happy community where we foster excellent relationships between staff and students.

This is a non-smoking school.

Anyone interested in the school is welcome to visit our website at www.mgsg.co.uk

JOB DESCRIPTION

Post Title	Administrative Assistant/Receptionist
Responsible to:	Office Manager
Hours:	37 hours a week Mon to Thurs 8.00 am to 4.00 pm (1/2 hour lunch unpaid) Fri 8.00 am to 3.30 pm (1/2 hour lunch unpaid) Plus Development days (39 weeks a year)
	Salary: KR5 £22,595 pro rate (actual salary £19,607.23)

Purpose of the Job:

To provide administrative and organisational services to the school under the management and guidance of senior staff.

Main duties and responsibilities

1. Provide administrative, and organisational services to the school to include an efficient and professional reception service – greeting visitors, staff and pupils and ensure they sign in/out in accordance with the school procedures
2. Liaise with pupils, parents/carers, answer enquiries received in person/by phone or emails – responding to queries/relaying messages and acting on instructions as needed and referring on where appropriate
3. Liaise with other staff and external agencies
4. Undertake word-processing and IT based tasks including operation of relevant equipment and advanced ICT packages
5. Contribute to the planning and development of administrative procedures and systems.
6. Record and post all outgoing mail and receive/open and distribute all incoming mail and deliveries. Track circulation of correspondence in school as required.
7. Maintain school diary to ensure visitors are greeted and directed to the appropriate person

Individuals in this role may also undertake some or all of the following:

1. Assist the Office Manager with general administration duties as and when required.
2. Organise arrangements for school visits and events
3. Assist the Attendance Office with pupil attendance and reports
4. Assist with sourcing and organising stock for first aid boxes and main office

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Staff are expected to undertake any other duties as may reasonably be requested by the Headteacher or Line Manager.

All staff are expected to take delegated responsibility for the implementation of the Health and Safety Act as may be agreed.

Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the time shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signature of Postholder

Date