



Maidstone Grammar School
for Girls

Non sibi sed omnibus

Development Trust Lead

Required for September/October 2025

Kent Salaries KSE equating to £21,198 pa

Part-time 30 hours per week term time plus INSET Days and 3 weeks directed time

Some flexibility is available for the working of these hours

We are looking for a talented individual with project management and networking skills to further our Development Trust. As the MGGs Development Trust Lead, you will be responsible for developing links with parents, alumni, the local community and other educational establishments. This is a unique opportunity to lead on overseeing the establishment and opening of our WW2 Tunnels Visitor Centre to the public.

As well as excellent interpersonal skills with the ability to maintain and develop relationships with a wide range of stakeholders, you'll need to be accomplished at planning and organisation as you'll be setting up and running events and commissioning online and offline promotional material.

You should be confident on your feet as you will often be presenting to people, and you should be adept at persuading them to donate generously. Your IT skills need to be well honed too as a key element of the role is establishing a detailed database of alumni and donors and keeping it maintained.

Visits by interested candidates are welcome on Thursday, 4th September at 2.30pm by appointment via mstarns@mggs.org.

The postholder is required to work for 42 weeks per year and 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 1,270 students with a mixed sixth form of approximately 360. Ofsted judged us to be outstanding and our examination results reflect this. We are a happy, thriving community, with a long standing tradition of excellence in all that we do. We have been an Advanced Thinking School since 2015. 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 Benenden Healthcare Scheme. Support Staff will be automatically enrolled in the Local Government Pension 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

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 19th September 2025

Pre Interview Visits: 2.30pm 4th September 2025 ([booking required](#))

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 School will undertake an online check of shortlisted candidates in accordance with the requirements of the current edition of Keeping Children Safe in Education.

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