



# Maidstone Grammar School *for Girls*



## 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



# The Post

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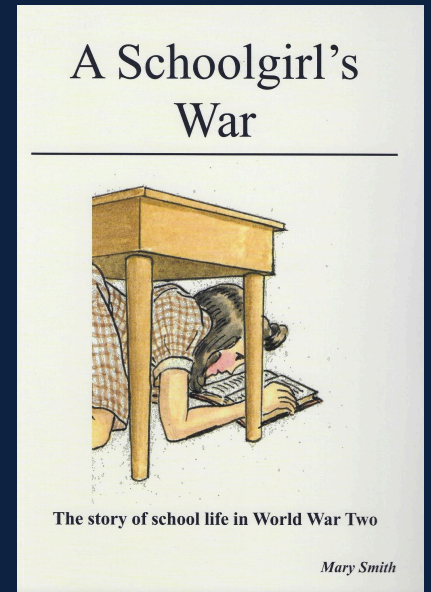
Equating to £21,198 pa

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](mailto:mstarns@mggs.org).



## The Team & Our Facilities

The main aims of the MGGs Development Trust are:

- To raise funds in order to develop the school facilities for the benefit of our students
- To strengthen the MGGs community spirit, connecting parents of current students together and connecting alumni with the school and to one another
- To oversee the WW2 visitor centre and all visits to the school's WW2 tunnels. Run a WW2 educational programme.

The post holder will report to the School Business Manager and work with both external volunteers and students. The MGGs Development Trust runs an ambassador programme that is led by one of the school's Head Students. The ambassadors help to promote the work of the trust, and by doing so, they also gain valuable skills and experience and have fun along the way!



# Job Description

POST TITLE	Development Trust Lead
GRADE	Kent Scheme KSE
DATE	August 2025
HOURS	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, in agreement with the school.
RESPONSIBLE TO	Headteacher
REPORTING TO	School Business Manager

## Summary of Job:

To promote the MGGS Development Trust in the wider community and put into practice its aims and objectives of generating additional income for the school, with a key focus on developing our WW2 Tunnels Visitor Centre and deepening links with previous MGGS students.

## Outline of Main Duties

### In relation to Fundraising:

- Proactively research and identify other potential donors and supporters, using all potential sources, including the local community and keep accurate records of this research and its outcomes.
- To develop and coordinate new and existing fundraising activities and campaigns, which support the Development Trust's objectives and are in line with the values and ethos of MGGS.
- Increase the annual income generated by the Development Trust.
- To co-ordinate social networking and fundraising events relevant to the MGGS Development Trust.
- Produce regular progress reports and statistics for the Headteacher and Trustees.
- Maintain and ensure the integrity of the Development Trust Fund database in line with Data Protection legislation and act as clerk to meetings of trustees of the Development Trust.

### In relation to the WW2 Visitor Centre:

- Oversee and manage all visits to the school's Second World War tunnels and fundraising associated with these.
- Set up and establish the visitor centre to promote the WW2 tunnels for school visits and visits from the public (in school holidays)
- Work with the school in recruiting external volunteers and training them in how to run visits to the WW2 tunnels.

### In relation to the School Community:

- Work with a group of sixth form students on promoting the Development Trust within school and oversee them as they organise and run school fundraising events.
- Work with parents and friends on regular social events, such as parent and friends' quiz evening
- Working with the parent volunteer group to run the Pre-Loved School Uniform Shop, refreshments at school events etc.
- Create promotional materials for school productions, dance shows etc through local sponsorship.

### In relation to Alumni:

- Proactively track and research former MGGS students and provide a link between MGGS and all alumni for example by attending events and by using online platforms to promote and run events and fundraising.
- Establish regular mailings and newsletters to donors, former MGGS students, parents, friends and other supporters of the school.
- Manage and support visits to the school from supporters of MGGS, including evening events.

### General:

- Undertake appropriate training and professional development, as required by the school and in consultation with the line manager and Headteacher.
- Comply with school policies and procedures (including those relating to Equal Opportunities, Health and Safety, confidentiality and data protection) and uphold the ethos of the school.

**Safeguarding:**

- Adhere to the requirements as set out in the current version of KCSIE
- Attend/Complete all MGGS training in relation to safeguarding
- Report all safeguarding concerns in a timely manner as specified by the school
- Ensure there is a culture of safeguarding within all areas of the role
- Be committed to safeguarding and promoting the welfare of children and young people

## Person Specification

A list of qualities required always looks daunting. However, we would like to reassure you that we are realistic, and more interested in you as a whole person rather than in a tick-list of your attributes. It is not expected that you will have had the opportunity to develop each of the skills to the same level. Please use the statement in support of your application as an opportunity to tell us about your strengths, or the elements of your work of which you are most proud, and the ways in which you could make a contribution to this school.

	Characteristics
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree level qualification or relevant experience in project management/fundraising or marketing.</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A self starter with a capacity for hard work and high expectations of oneself and others</li> <li>• An ability to communicate, present to groups of adults and/or young people and network effectively</li> <li>• Supportive approach to others, and an ability to relate well to colleagues and students</li> <li>• Ability to work well within teams and independently</li> <li>• Flexibility and willingness to adapt to changing circumstances and requirements</li> <li>• Commitment to support the ethos of the school and to comply with school policies and procedures</li> <li>• Willingness to contribute to extra-curricular activities</li> <li>• Generosity of spirit.</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Strong ICT skills, including database administration and the ability to analyse data</li> <li>• Ability to monitor and evaluate data</li> <li>• A track record of raising funds</li> <li>• Strong communication skills</li> <li>• Strong organisational skills</li> <li>• Familiarity with social media and other internet sites</li> <li>• A knowledge of Google Drive.</li> </ul>
<b>Experience and Training</b>	<ul style="list-style-type: none"> <li>• Evidence of a commitment to professional development</li> <li>• Experience of working in a school environment.</li> </ul>



*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 Application Process

Application forms and full details can be found on our Vacancies page on our website:

<https://www.mggs.org/joining-us/join-our-team/vacancies/> and should be sent to [mstarns@mggs.org](mailto:mstarns@mggs.org). Teaching and Support Staff references will be requested prior to interview.

## Important Dates

\*Closing date for applications: 8am on 19th September 2025

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

\*Applications are 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.

Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. All posts are subject to an Enhanced Disclosure Application to the Disclosure and Barring Service. For more information please see our [Safeguarding Policy](#).

## How to Apply

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](mailto: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](mailto:mstarns@mggs.org).

## General Information

Please refer carefully to the information you have been provided for this post. Please ensure you complete **ALL** sections of the application form.

Your application will be treated in the strictest confidence. Please see our GDPR and Data Protection Policy, Equality Policy, Child Protection Policy on our website <https://www.mggs.org/key-information/policies-public-notice/>

MGGS is committed to ensure that we develop a safe culture and that all steps are taken to recruit staff and volunteers who are safe to work with our learners and staff. MGGS will follow relevant guidance in [Keeping Children Safe in Education](#) (Part Three, 'Safer Recruitment') and from The Disclosure and Barring Service (DBS). It is an offence to apply for a role if the applicant is barred from engaging in regulated activity relevant to children. Please see the [Guidance on Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975](#).

## About Us

*Welcome to our forward-thinking community with a tradition of excellence*

Maidstone Grammar School for Girls, or 'MGGS', as it is more often known, has a strong community spirit which is underpinned by our belief that the happiness of all our students is key to enabling them to succeed. We have been providing an academic education for girls (and boys in the Sixth Form) from the town of Maidstone and its surrounding area for over 135 years.

MGGS is a very special place. Our students love learning; they are talented, compassionate and inquiring young people who have a deep sense of belonging and commitment to their school.

Maidstone Grammar School for Girls was rated as Outstanding in the last Ofsted inspection which was carried out in March 2023.

*“The ambition for pupils at Maidstone Girls Grammar School (MGGS) is limitless. Pupils, from Years 7 to 13, aspire to be the very best they can be. They value the dedicated support from staff as they determinedly pursue different career ambitions.”*

*“Excellence sits at the very heart of the school’s meticulous curriculum. Staff use their detailed subject expertise to diligently identify the most important knowledge pupils need to learn. Pupils keenly master different skills, whether this be solving complex problems in mathematics or using their creativity in English, art, and design and technology.”*

Our academic curriculum at MGGS provides students with outstanding examination results year on year. *“I love being part of the MGGS community. From day one I felt welcomed into something special. There are so many opportunities for me to try new things and take part in activities that I enjoy. I really feel that my happiness is as important to the school as my academic success.”* Year 7 Student

MGGS is a Leading Light school, using G Suite for Education, and we have been acknowledged by Google UK as one of the most advanced schools for its integrated use to promote student learning. Other notable awards include the British Council’s prestigious International School Award in recognition of our work in bringing the world into the classroom. Furthermore, we have been successfully reassessed and have maintained our Quality in Careers Standard, the national quality award for careers education, information, advice and guidance (CEIAG).

We are widely recognised for our broad and balanced curriculum (all students study two languages at Key Stage 3), and our tradition of academic excellence, together with the many enriching extra-curricular activities we provide for students. We believe that our Curriculum and Sixth Form Extra enrichment programmes are vital to building self-confidence, resilience, and leadership skills in all of our students. We nurture individuality and scholarship to ensure that our young people will go on to take leading roles in society and become happy and fulfilled adults.

## Our Results

### GCSE and A Level Exam Results 2025

We are very proud of our students; not only are their academic standards high, but they also develop as confident, articulate individuals ready to take full advantage of opportunities as they arise.

We are pleased to report our summer results for 2025 that re-enforce Ofsted’s quote, “The ambition for pupils at Maidstone Girls Grammar School (MGGS) is limitless.”

Summer 2025 has seen our Year 11 and 13 students achieve some fantastic results, which is a result of their hard work and resilience especially over the last two years. Students have demonstrated their commitment to their education. I am so pleased for each and every student's personal achievement and delighted with the overall achievement of the year groups.

We see a continued trend of results, enabling students to pursue their individual goals. For Year 11 we are very proud of all of their individual achievements and look forward to the next stage of their education at MGGS Sixth Form. For Year 13 they go on to pursue a wide range of pathways, including university study,



apprenticeships and employment.

# The Benefits of Working at MGGS

Maidstone Grammar School for Girls is located on a 16 acre site surrounded by attractive open grassed areas and woodland. We are within easy walking distance from the centre of Maidstone and served by two nearby mainline rail links and convenient access to the M20 and M2 motorways.

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.

At MGGS, there is something for everyone. We offer a comprehensive and competitive range of benefits, to suit all circumstances.

- A great work-life balance - We offer a variety of working patterns, such as part-time, job-share, term-time hours, and career breaks to get a work-life balance that's right for you.
- Personal Development
  - Tailored personal development plans - We are committed to developing you as an individual. You will have a unique Personal Development Plan tailored to you, which focuses on developing your skills.
  - CPD days and a range of workshops delivered through twilight
  - Performance development opportunities
  - Relevant external CPD training courses
  - Easy-to-access training - We have a range of training opportunities to suit your learning style, including face-to-face and eLearning courses as well as professional qualifications
  - Other great opportunities - There are also coaching and mentoring and volunteering opportunities.
- Support
  - A thorough induction - You'll get a comprehensive induction to MGGS when you join us
  - Statutory sick pay
  - Access to individual coaching to support you in achieving your career aspirations at MGGS
  - Support Line - a free confidential service that offers up to 7 counselling sessions a year
  - An inclusive and supportive work environment that enables everyone to do their job to the best of their ability. We also make workplace adjustments where necessary for health reasons.
- Free Benenden Healthcare (available for permanent staff only):
  - Benenden Health aims to make private healthcare accessible to all. MGGS pays the costs of this however, it is a taxable benefit. Full information via <https://www.benenden.co.uk/health/healthcare/>
- Kent Adult Education - 10% discount on most Kent Adult Education courses.
- Kent Rewards:
  - Kent Rewards is the home of employee benefits, including staff in MGGS. The range of benefits may surprise you...
    - Shopping Discounts - with so many great local businesses in Kent, through Kent Rewards there are fantastic deals and discounts:
      - Discounts on train tickets, ferries and coaches, savings on holidays and flights
      - Cashback when booking experience days with Groupon, Living Social, Wowcher and many more
      - Saving on your utilities.
- Free On-Site Parking
- Free break-time coffee/tea
- School Trips

- Staff Well-being Committee
- Staff social events and activities

