



Maidstone Grammar School for Girls

Non sibi sed omnibus

Examinations Invigilator

Casual Relief, Term Time Only - £12.10 per hour

Required June 2024

We are looking to recruit additional individuals to join our experienced and dedicated team of Examinations Invigilators. Examinations Invigilators are used in school to aid the organisation and running of both the internal school assessments and the external formal examinations. There may also be an opportunity to accompany school trips and visits in the future, as well as supporting the School in other areas and ad hoc tasks as requested. The role is ideally suited to responsible and reliable individuals able to work using initiative and as part of a team. The hourly rate of pay is £12.10 per hour. 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.

Full training will be given and it is expected that the successful applicants will attend the training sessions and meetings in school as required. The successful candidate should have experience in working with young people and show a commitment to supporting the ethos of the school and an ability to implement its policies, including Equal Opportunities and Health and Safety.

Maidstone Grammar School for Girls is a very successful selective girls' school of 1,250 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 and MGS 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.

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

Full details and an application pack are available from the school's website

<https://www.mggs.org/joining-us/join-our-team/vacancies/> 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.

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 17th May 2024
Interviews: 23rd May 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