



**Mayfield Grammar School
Gravesend**

**Appointment of
English & Humanities Administrative
Assistant**

Closing date: 1pm – Wednesday 6th July 2022



Mayfield Grammar School Gravesend

Pelham Road, Gravesend, Kent DA11 0JE
Telephone: 01474 352896 Fax: 01474 331195
Website: www.msgg.kent.sch.uk Email: enquiries@msgg.kent.sch.uk

English & Humanities Administrative Assistant

32.5 hours per week, 39 weeks a year, to include 6 school development days

8.30 am to 3.30 pm

Kent Range 5 £20,595, fte 0.75885 actual salary £15,628.56

We are looking for a highly organised and dedicated individual to join our friendly and successful school. We have a high profile for achievement locally and nationally and our school prides itself on its strong record of internal professional development. The school was judged by Ofsted to be "Outstanding" in all categories of inspection in June 2013.

Further details and an application form are available from the Staff Vacancies section of the school website www.msgg.kent.sch.uk

Applications made via Kent Teach 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 **1.00pm on Wednesday 6th July 2022**

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 will open in September 2022 to house 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 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). A House System was introduced in September 2020. 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 teaching staff are supported by Administrative Staff in the main office, a Reprographics Assistant, a LRC Manager, Finance staff, an Assessment Officer, a Cover and Examinations Officer, Pastoral Support Managers, Learning Supervisor team as well as a team of Technicians. A Premises Manager, supported by two assistants, looks after the two sites.

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.

From 2018, we expanded the Pupil Admission Number (PAN), to 180. For the last five years, the school has admitted above PAN, and from September 2021 we increased our PAN to 210.

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, Gravesend 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.kent.sch.uk

JOB DESCRIPTION

Post Title	English & Humanities Administrative Assistant
Responsible to:	Curriculum Leader of English/Curriculum Leader of Humanities
Hours:	32.5 hours per week, 39 weeks a year, to include 6 school development days 8.30 am to 3.30 pm
Salary:	Kent Range 5 £20,595, fte 0.75885 actual salary £15,628.56
Duties:	The English/Humanities Administrative Assistant will provide support for English and Humanities faculties and will ensure these departments can function effectively.

Suitability:

- The post will suit a versatile, methodical and practical person who is capable of keeping equipment and supplied well maintained and in good working order.
- This is a flexible position spread between English and Humanities and the postholder must be able to manage the job requirements and the needs of the different departments effectively. The working week is 25 hours which is split between subjects.

Responsibilities:

- To support both English and Humanities by maintaining adequate supplies are ordered and held in stock, preparation of class materials and general faculty support.
- To maintain an up-to-date itinerary of materials and equipment held by the English and Humanities faculties.
- First Aid training required.
- Assist with admin, record keeping and data management.
- Assist with paperwork and school trips as required.
- Assist with student liaison and support as required
- Maintain departmental noticeboards.
- Any other duties as may reasonably be requested by the Subject Leaders in English and Humanities.
- To cover the daily lunchbreak for the LRC Manager
- To support the English Faculty with the delivery of the year 7 library lessons.

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 be reasonable as directed by the Headteacher and their Line Manager.

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

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

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.
The 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.

Working Environment

The post will be based within the school buildings unless accompanying educational visits.

Signed: _____ Dated: _____

Approved by: _____ Headteacher