



Maidstone Grammar School *for Girls*



PA to the Headteacher Required for November 2026

Salary	Kent Salaries Kent Scheme G - -£30,348 pro rata (Full-time equivalent £34,347.90) per annum.
Hours	Full-time 37 hours per week term-time plus 4 weeks, including two weeks in the summer term covering results days.
Commitment	To provide comprehensive and strategic administrative support to the Headteacher and School. The role is inclusive of but not exhaustive to, student admissions, recruitment and student matters.

Key Responsibilities

- Providing advance level knowledge and experience through being the first point of contact for parents, staff and external agencies to ensure matters are handled effectively and discreetly with appropriate records kept
- Supporting the Headteacher in their role as a member of the Governing Body, liaising with Governors when appropriate.
- Overseeing the School's recruitment process in line with Keeping Children Safe in Education (KCSIE) to include appropriate vetting checks, preparation of adverts, job descriptions, person specifications,

- interview schedules etc. Ensuring induction and mandatory training is completed
- To have responsibility for the School's Single Central Record (SCR).

The Post

We are seeking an enthusiastic, dynamic and professional colleague to join our team of committed staff as Personal Assistant to the Headteacher. The core purpose of the post is to provide comprehensive and strategic administrative support to the Headteacher and wider school, managing key operational functions including recruitment, student admissions, and school communications. The Personal Assistant role is integral to the smooth leadership and operation of Maidstone Grammar School for Girls, playing a vital role in upholding standards of safeguarding, compliance, and professional excellence across the school community.



The Team & Our Facilities

The Personal Assistant to the Headteacher works closely with the Headteacher, the Leadership Team and the School's Main Office team to deliver strategic administrative support across key operational functions.

Job Description

Summary of Job: To provide comprehensive and strategic administrative support to the Headteacher and School. The role is inclusive of but not exhaustive to, student admissions, recruitment and student matters.

Main Duties:

- To provide comprehensive advanced level administrative and secretarial support, advice and guidance to the Headteacher and wider School, including taking minutes at meetings when required, including on occasions out of normal working hours.
- Providing advance level knowledge and experience through being the first point of contact for parents, staff and external agencies to ensure matters are handled effectively and discreetly with appropriate records kept
- Supporting the Headteacher in their role as a member of the Governing Body, liaising with Governors when appropriate.
- Overseeing the School's recruitment process in line with Keeping Children Safe in Education (KCSIE) to include appropriate vetting checks, preparation of adverts, job descriptions, person specifications, interview schedules etc. Ensuring induction and mandatory training is completed
- To have responsibility for the School's Single Central Record (SCR) to ensure the information is up to date and is completed correctly and compliant with the legal requirements. Advise the Headteacher and Chair of Governors on any policy changes relating to the SCR.
- To ensure personnel records are compliant and follow the Local Authority retention policy for both staff and student records.
- To deal with any long-term cover needs, liaising with relevant agencies and the Data Manager.
- To have responsibility for the school admissions processes, including Year 7, Sixth Form, and in year transfers.
- To have responsibility for the Kent Admissions Appeals Process, following Local Authority guidance to ensure the process is completed by the set deadline.
- To support the GCSE and A Level results days in August and deal with any appeal requests, liaising with the Local Authority as required.

- To support the Headteacher in the co-ordination, promotion and marketing of whole school events, including specific responsibility for all 11+ Open Events and Sixth Form Open Evening, in assisting with other whole school events such as Speech Day.
- Develop and administer a range of internal and external communications, both online and printed material. Be responsible for the school's use of its social media accounts and for monitoring online communication.
- Working closely with the main office staff, especially at busy times and to cover staff absence.
- In conjunction with a member of the Leadership Team, create the primary school events programme and oversee the advertising, administration and coordination of all events.

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.

General School Responsibilities:

- To be available on an ad hoc basis to take part in supervising lessons, school trips, and taking responsibility for a group of students.
- Undertake appropriate training and professional development, as required by the school and in consultation with the Headteacher.
- Comply with school policies and procedures (including those relating to Equal Opportunities, Health and Safety, confidentiality and GDPR) and uphold the ethos of the school.
- Uphold the school's behaviour code and uniform regulations.
- Maintain high professional standards of attendance, punctuality, appearance, conduct, and positive, courteous relations with students, parents and colleagues
- Undertake any other duties reasonably requested by the line manager, commensurate with the post.

Staff & Others Line Managed by the Post Holder:

None

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.

Criteria	Qualities
Qualifications and training	• Relevant experience in school administration or equivalent experience outside of a school setting. • Educated to at least level 3 qualifications, e.g. A level • A minimum of Grade 5 (C) in GCSE English and Mathematics.
Experience	• Administrative and secretarial skills. • Dealing with face-to-face and telephone interactions. • Working with children or young people. • Working and collaborating within a team.

Skills and knowledge	• Good oral and written communication skills. • Ability to respond quickly and effectively to issues that arise. • Ability to plan, organise and prioritise to meet deadlines. • Ability to produce meeting minutes and documents of a high quality. • Ability to use own initiative and take action accordingly. • Excellent attention to detail. • Ability to use IT packages including Microsoft/Google packages and presentation/design software. • Ability to build effective working relationships with colleagues. • Understanding of data protection and confidentiality. • Understanding of safeguarding.
Personal qualities	• Commitment to promoting the ethos and values of the school and getting the best outcomes for all students • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school. • Commitment to a team approach; dealing with difficult situations effectively and providing support to colleagues where needed. • Ability to work under pressure and prioritise effectively, maintaining confidentiality at all times. • Commitment to safeguarding and equality. • Embraces change well.

The Application Process

Full details and an application pack are available from the school's [website](#). Applicants should complete the application form.

Important Dates

Closing date for applications: 8am on 28th September 2026
Interviews: 30th September 2026



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. For more information please see our [Safeguarding Policy](#).



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](#).

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](#).