



TONBRIDGE
GRAMMAR SCHOOL

Administrative Assistant - Reception

Term Time Only (plus 5 days in holiday time). Part-time

22.5 hours per week over 5 days (see job profile for details)

Permanent, Immediate start

Salary: £22,400 to £23,424 FTE (actual £11,912 to £12,456) depending on experience

We are seeking an efficient, well-organised and enthusiastic administrator to join our committed and hard-working office team to work on reception.

Join our friendly Office Team

You will be the first point of contact for parents, carers, visitors and staff. You will possess excellent communication, organisational and IT skills, and will feel comfortable managing a diverse workload within a fast-paced environment where no two days are the same.

Our core office hours are from 8.00am to 4.30pm, Monday to Friday during term time. There are 5 additional days to be worked during the school holidays including 1 day to be worked on GCSE exam results day in August and 2 days in the last week of the summer holidays.

Tonbridge Grammar School; a high performing state grammar school in Kent

Educating girls aged 11 to 16 years with a co-ed sixth form, TGS regularly features in listings of the top ranked schools in the South East and the UK. In our most recent inspection in 2019 we were rated outstanding in every area by Ofsted. We have a vibrant enrichment programme and wellbeing is at the heart of everything we do. There is a real sense of community with staff, students and parents/carers working together.

A community where everyone is valued and supported to success

As a provider of employment and education, we value the diversity of our staff and students and constantly work to remove any barriers to progress and believe in fulfilling the Public Sector Equality Duty (PSED) outlined in The Equality Act 2010.

Staff wellbeing

We are committed to staff wellbeing and offer:

- Local Government Pension Scheme – 22.5% employer contribution
- Free use of our Fitness suite
- Staff wellbeing package including winter flu jabs
- Ample parking
- Cycle to work scheme
- Active staff community and socials

Professional Development

The School is committed to supporting your professional development and any relevant training will be provided.

How to apply

Please send your completed application form to: personnel@tgs.kent.sch.uk **CVs will not be accepted.**

Closing date for applications: Midday Wednesday 31 January 2024

Interviews: Week commencing 5 February 2024

Tonbridge Grammar School is committed to safeguarding and promoting the welfare of children. Please be aware that schools are also required to undertake online recruitment checks on shortlisted candidates under changes to Keeping Children Safe in Education legislation. This post is subject to an enhanced DBS check. We reserve the right to interview before the closing date.