



Student Advisor

Term Time Only (plus 10 days in holiday time)

37 hours per week

Permanent, starting September 2023

Salary: currently £27,387 to £30,207 depending on experience (£24,476 to £26,996 pro rata)

We are seeking an efficient, well-organised and enthusiastic Student Advisor to join our committed and hard-working wellbeing team. This is a newly created post due to the expansion of our established and experienced team.

Join our friendly Wellbeing Team

You will be the first point of contact for students, parents, carers, external agencies 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 8.30am – 5.00pm (one early day finishing at 4.30pm) Monday to Friday during term time. There are 10 additional days to be worked during the school holidays including GCSE results day.

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 and electric car charging
- Cycle to work scheme
- Active staff community and socials

Professional Development

The School is committed to supporting your professional development and 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 Monday 12 June 2023

Interviews: Week commencing 12 June 2023

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.