



Higher Education Coordinator

Term Time (plus one week)

25 hours per week

Permanent. Required to start as soon as possible

Salary: £25,201-£26,529 (actual £14,891-£15,676) per annum

We are seeking to recruit a Higher Education Coordinator to join our dedicated staff team. You will:

- support students in the Sixth Form in their Careers education.
- coordinate the Higher Education admissions process
- support the successful transition from Sixth Form to Higher Education.

The position is term-time plus one week to be worked in the Summer holidays, including UCAS admissions days in August. We will be happy to discuss hybrid working for this role.

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 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 Monday 22 May 2023

Interviews: Week commencing: 5 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.