



**Mayfield Grammar School  
Gravesend**

**Appointment of  
Break Cover Assistant**

**Closing date: 1 pm on Thursday 9<sup>th</sup> May 2024  
Interviews will be held the following week.**

We reserve the right to ask people to interview before the closing date of the advertisement.



# Mayfield Grammar School

## Gravesend

Pelham Road, Gravesend, Kent DA11 0JE  
Telephone: 01474 352896 Fax: 01474 331195  
Website: [www.mgsg.co.uk](http://www.mgsg.co.uk) Email: [enquiries@mgsg.kent.sch.uk](mailto:enquiries@mgsg.kent.sch.uk)

### **BREAK COVER ASSISTANT**

**Part-time: 20 hours per week, 38 weeks a year**

Hours 9.45 am to 2.15 pm (4.5 hours) Mon-Thurs

10.30 am to 12.30 pm (2 hours) Fri

**Salary at Kent Range 4 £23,338 pro rata (actual salary £10,666.32 pa)**

Mayfield Grammar School are looking for a keen and enthusiastic Break Cover Assistant to join their friendly team. Previous experience of working in a school is desirable, but not essential.

Further details and an application form are available from the Staff Vacancies section of the school website [www.mgsg.co.uk](http://www.mgsg.co.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 pm on Thursday 9<sup>th</sup> May 2024

Interviews will be held the following week.

We reserve the right to ask people to interview before the closing date of the advertisement.

***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 IT provision on both sites and a new teaching block opened in 2021 which houses our new library, Music, multi-purpose activity studio, 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, Senior Assistant Headteacher and six 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 Pastoral Support Managers, Key Stage Co-ordinators (AHTs) and the Senior Assistant Headteacher. A House System was introduced in September 2014. 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 curriculum follows the National Curriculum guidelines and students have the opportunity to gain ten GCSEs at the end of Year 11.

There are circa 1400 students on roll, 360 of whom are in the Sixth Form.

The school PAN is 210 for year 7 entry.

Extra-curricular activities include a full sporting programme, choirs, orchestras and other club activities. A large number of students participate in the Mayfield 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 internationally for all year groups.

Mayfield Grammar School 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.mgsq.co.uk](http://www.mgsq.co.uk)

## JOB DESCRIPTION

Job Family	Premises
Job Profile Title	Break Cover Assistant
Grade	Kent Range 4 - £23,338 pro rata FTE 0.45704 (actual salary £10,666.32) Hours 09:45 - 14:15 (4.5hrs Mon-Thurs) 10.30 – 12.30 (2hrs Friday)

### Summary of Job:

Responsible for the supervision of students during both morning and lunch break. Ensuring that good standards of behaviour and hygiene are maintained, and student safety and welfare is met. To assist with the cleaning of the canteen and other dining areas, when required.

Monitor and clean toilet areas of the school, ensuring they are kept clean and tidy throughout the day.

### Outline of Main Duties:

1. Provide support to kitchen staff by supervising the students during the morning and lunch break to minimise any disruption, ensure their wellbeing and maintain their safety.

2. Wipe clean tables after use, clearing away plates and litter when required.  
Sweeping and mopping floors of canteen areas.

3. Monitor toilet areas to ensure the correct use by students, and the right standard of behaviour is met.

4. Maintain clean toilet areas to ensure hygiene standards are met across the school.

5. Any other duties as may reasonably be requested during the working day.

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.

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: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Headteacher