



Admin Support with Cover Supervision Queen Mary's High School

Required from 5th January 2026

Permanent, Term-Time Only

32.5 hours per week

NJC Pay Scale, Grade 4 (SCP 6-11)

APPLICATION PACK

Queen Mary's High School
Upper Forster Street
Walsall
West Midlands
WS4 2AE

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Headteacher: Mrs N Daniel
Chair of Governors: Mr T Normanton

WELCOME TO QUEEN MARY'S HIGH SCHOOL

November 2025

Dear Applicant,

Vacancy for the role of Admin Support with Cover Supervision

I would like to thank you for taking the time to find out more about this important role at Queen Mary's High School, a successful and oversubscribed selective girls' grammar school.

Queen Mary's High School is a vibrant and diverse community, an extremely rewarding place to work and our students are truly exceptional. We have a dedicated and teaching staff, ably supported by superb associate staff. Our ethos and values are demonstrated by the endeavour of all in our school community, who work together to ensure the highest standards of academic achievement. We are a school that is immensely proud of our commitment to wider and individualised student support that aims to empower all students to achieve their academic potential. We are not a school where one size fits all, but we are a school in which diversity thrives, is encouraged, and is celebrated. We are much more than the sum of our parts, growing exceptional talent in both our young people and in our staff.

We are looking to appoint a reliable individual who can provide curriculum cover supervision throughout the school for classes or groups of pupils whose usual teacher is absent and facilitate lessons at Key Stage 3 and Key Stage 4. When not providing cover for absent class teachers, the candidate will provide clerical and administrative support for the Senior Leadership Team and Subject Leaders.

The role will involve working across the school and requires someone with a flexible approach and positive attitude. The successful candidate will bring enthusiasm, and a commitment to supporting pupils to achieve the highest levels of academic success. We are keen to find a dynamic, committed and hard-working individual regardless of their current level of experience. Full training will be provided.

The job description and person specification which follow identify the scope of the role, including the breadth of activities, but is not exhaustive. I hope that it provides you with all of the information that you need about the role. If you have any further questions or should like to arrange to visit our school prior to your application, please do not hesitate to contact me.

If you are like us, passionate about having a positive impact on young people's lives, and excited by this opportunity, we warmly welcome your application.

I very much look forward to hearing from you.



Mrs N Daniel
Headteacher

THE SCHOOL

Queen Mary's High School is an 11 to 18 selective girls' grammar school with approximately 950 students. We are co-educational in our Sixth Form provision.

Since the school's successful bid for funding from the Selective Schools Expansion Fund (SSEF), it has been able to increase its pupil population and engage in outreach to the local community with the aim of increasing the number of local disadvantaged children being admitted to the school. This, together with the inclusion of a lower qualifying score for disadvantaged local children, has resulted in the average percentage of disadvantaged students admitted to the school in Years 7-9 being 28% with the aim of this rising to 30% for the whole school over time.

Queen Mary's High School has been educating young women since it was founded in 1893. Located in the heart of Walsall, we draw our students from a wide area including Walsall, Birmingham, Wolverhampton, Sandwell and Staffordshire. We are a busy, friendly and energetic school with a distinctive family-oriented ethos, a positive culture and an ambition for success. We are resolute in our pursuit of social mobility and social justice as well as our aim to create the thinkers, leaders and change makers of the future.

In order to achieve this, we:

- Provide opportunities for each student to achieve the highest possible standards
- Inspire a love of learning for its own sake
- Foster self-esteem and sensitivity to the needs of others
- Develop an appreciation of our cultural heritage
- Equip each student to take a responsible place in society



THE TRUST

The Mercian Trust's name is both rooted in history and indicative of a geographical identity and ambition.

It was in Mercia that St Chad established an association of small monasteries which fostered unity through bonds of kinship. The Trust intends, a thousand years later, to adopt the same spirit of kinship in our approach to a Multi-Academy Trust. The Trust recognises the unique history and achievements of constituent schools and academies that are part of the Mercian family.


The Mercian Trust was formed in 2018, originally with five schools in Walsall. In 2019 the Trust opened its first new school, The Ladder School, an alternative provision school located in our St Matthew's Education Campus in Walsall town centre. In 2022 our Trust grew further, welcoming in the three schools of the Q3 Academies Trust in neighbouring Sandwell and in 2025 we were joined by three more Walsall schools - a special school, a primary school, and an alternative provision school.

Together our mantra is 'Life to the full in pursuit of what is good, right and true'.

We define this as equipping students to:

- Fulfil their potential
- Thrive in the world of work (when they leave our schools and sixth forms)
- Make a positive contribution to their families and the local, national and international community.

The Mercian Trust is comprised of:

- Aldridge School
 - New Leaf School
 - Oakwood School
 - Queen Mary's Grammar School
 - **Queen Mary's High School**
 - Q3 Academy Great Barr
 - Q3 Academy Langley
 - Q3 Academy Tipton
 - Rushall Primary School
 - Shire Oak Academy
 - The Ladder School
 - Walsall Studio School
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THE ROLE: ADMINISTRATOR WITH COVER SUPERVISION

Job Purpose

- To provide cover for absent teaching staff including during registration periods;
- To liaise as necessary with staff regarding the cover work set for their classes including collating work and reporting back on progress, behaviour, tasks completed to them after a lesson;
- To create a positive and conducive environment for learning whilst undertaking set work by absent staff;
- To report, as appropriate, using the school's agreed referral procedures, on the behaviour of pupils during the class, and any other matters arising;
- To accompany pupils on day trips, visits and other educational activities when the need arises;
- To provide administrative support for the Senior Leadership Team and Subject Leaders.

Effective Whole School Support

- To support student learning and maintain a pleasant, positive environment conducive to learning;
- To take registers and provide classroom cover as required;
- Be prepared to attend relevant training sessions as required;
- To uphold the aims and ethos of the school;
- To share good practice with colleagues;
- To contribute to the academic success of the school.
- To be the administrator for the school's financial assistance and bursaries systems.
- To assist the school's finance team with the administration of student support payments and applications.

Effective Classroom Cover

- Be responsible for a class of students in lesson time with due regard for their health and safety and the school's high expectations and work ethos;
- Supervise and, where possible, support the students with their class work, ensuring that the work set is undertaken with due regard to the time allocated;
- Start lessons with an appropriate greeting, request for quiet and take the class register;
- Clearly explain the work set by teachers, keep an eye on pace, look for ways of engaging the students, e.g., reading round the class, and ensure homework is written in student planners;
- Liaise with teaching staff regarding work set in class and pastoral staff as appropriate;
- Follow the school's behaviour management policy.

Additional Duties

- To provide school reception cover and support as required.
- To be a first aider.
- To assist with the organisation and running of school events including primary outreach, open events and prize giving amongst others.
- To undertake any other task deemed necessary by the Headteacher or their PA that is commensurate with the level of this post to help support administration, pastoral care, teaching and learning within the school.

Review and Amendment

This job description is not exhaustive nor exclusive; it should be seen as enabling rather than restrictive and will be subject to regular review. It does not constitute a fixed list of tasks. It reflects the core priorities of the role which are subject to change depending upon the changing needs of the school and of the students.

PERSON SPECIFICATION

	Essential	Desirable	Assessed
Qualifications			
Grade C / 4 or above in English and Maths at GCSE Level (or equivalent).	✓		A
Willing to learn new skills, acquire further knowledge and undertake further training/development.	✓		I
Experience			
Have good computer and administrative skills and be experienced in MS Office, Word, and Excel.	✓		A/I
Experience in a school setting.		✓	A
Experience in administration in a school setting.		✓	A
Knowledge, Skills and Abilities			
Possess strong organisational skills with the ability to prioritise, meet all deadlines and remain calm under pressure.	✓		A/I
Possess strong communication and interpersonal skills.	✓		A/I
Be self-motivated, enthusiastic and hardworking and flexible in their approach.	✓		A/I
Embrace new technologies and ideas that enhance and improve administrative tasks.	✓		A
Ability to work as part of an effective team showing enthusiasm, adaptability & flexibility.	✓		A/I
Ability to take responsibility for self and be accountable for own actions.	✓		A/I
To be able to work on one's own initiative.	✓		A/I
Values and Attributes			
A commitment to the values, vision, and wider ethos of Queen Mary's High School.	✓		A/I
A willingness to contribute to enrichment and co-curricular activities.	✓		I
A knowledge and understanding of safeguarding within a school setting and the commitment to safeguard and protect the welfare of children and young people.	✓		A/I
A clear sense of responsibility for their own professional learning and development and a willingness to develop expertise and undertake training programmes to support this.	✓		A/I
Have excellent punctuality and attendance.	✓		A/I
Be committed to Equality, Diversity and Inclusion and the principles and practice of equal opportunities.	✓		A/I

A = Application, I = Interview

SAFEGUARDING AND SAFER RECRUITMENT

- Queen Mary's High School is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act and expects all staff and volunteers to share this commitment.
- You are required to:
- Uphold the school's policy in respect of child protection and safeguarding matters
- Have commitment to the school's equality policy
- Ensure any extra-curricular activities will be free from partisan, political and religious view. (Where political issues are discussed, a balanced view is always presented).

HEALTH AND SAFETY

The Law requires employees to:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- Co-operate with their employers on health and safety matters.
- Carry out their work and duties in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.

OUR OFFER

- A superb staff team committed to doing their absolute best for all in our school community.
- Support from our Trust central teams and other schools in our Trust to ensure you have the tools to deliver success (our schools are all located close to one another, and we work better when we are working together).
- A wealth of support for your ongoing continuing professional development, including a Trust-wide programme for teachers at all career stages, including an exceptional Early Career Teacher programme drawing on expertise from across the Mercian Trust.
- All staff employed by The Mercian Trust are now able to access a fantastic range of additional employee benefits. These include:
 - a comprehensive free of charge health plan via UKHealthcare, supporting your optical and dental care needs and including a free annual flu vaccination
 - an employee assistance programme
 - a cycle to work scheme via Halfords
- There is never a dull moment; we never stand still, every day offers new challenges and opportunities within an ambitious, forward-thinking team.

KEY INFORMATION – HOW TO APPLY

Post	Admin Support with Cover Supervision
Responsible to	Deputy Headteacher
Contract and Salary	<p>This is a permanent position working 32.5 hours per week, Monday - Friday 8:30am – 4pm, for 39 weeks a year (term time only, inclusive of INSET days).</p> <p>NJC Pay Scale, Grade 4 (SCP 6-11) FTE Salary: £25,989 - £28,142 Actual Salary: £19,635 - £21,262</p>
Closing Date	Sunday 23 rd November 2025
Interview Date	Friday 28 th November 2025
Start Date	Monday 5 th January 2026
How to apply	Complete and submit the Mercian Trust online application form along with a supporting statement / document outlining how your experience and expertise match the requirements of the role.

