



Queen Mary's Grammar School

Headmaster: R J Langton, M A

Administrator to the Senior Leadership Team (SLT)

37 Hours per week

Permanent, Term Time

Salary: NJC SCP 6 - 11. FTE: £25,183 - £27,269

Actual Salary to be pro-rated to term time

Start Date: Required for September 2025

Contract: Permanent, Term Time

Queen Mary's Grammar School, Walsall is an invigorating and rewarding place to work: the pupils are engaged and committed to study; the staff are intelligent, friendly and forward looking.

We are looking to appoint an enthusiastic, dynamic and dedicated Administrator to join our wider senior leadership team to work alongside the Executive Assistant who supports the strategic running of the school. The role is intended to provide administrative support for the work of the Senior Leadership Team.

You will ideally have experience of working within a similar role within a school context. You are someone who is flexible, highly organised and able to multi-task and prioritise work to meet specific deadlines. You are someone who enjoys being part of a team but can work alone as necessary with accuracy and attention to detail. Knowledge of Microsoft software and familiarity with ICT systems would be an advantage but training will be given.

We strongly encourage informal visits to the school with the opportunity to meet prospective colleagues and pupils. Please contact Simran Sahota (Executive Assistant) to arrange such a visit, by emailing s.sahota@qmgs.merciantrust.org.uk

Applications should be made using the recruitment portal on the vacancies page of our website and set out how your experience and expertise match the requirements of job description and person specification. Please read the information pack, which is also available on the job listing.

Closing Date: Monday 9 June 2025

Interviews: W/C Monday 16 June 2025

Queen Mary's Grammar school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. Safeguarding and Safer Recruitment Policies can be found on our website. This position is subject to appropriate vetting procedures including a criminal record check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions as part of the recruitment process.