



QUEEN MARY'S GRAMMAR SCHOOL

Academic in purpose - Generous in approach - Enterprising in spirit - International in outlook



Information Pack

Administrator to the Senior Leadership Team

37 Hours per week

Permanent, Term Time

Required from September 2025

Queen Mary's Grammar School
Sutton Road,
Walsall,
WS1 2PG

01922 720696



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Welcome



Queen Mary's Grammar School was founded in 1554 by Mary Tudor. We have been shaped by our past and are proud of our traditions, but we are also confident of an exciting future as we help to shape the new educational landscape with our partners in the Mercian Trust.

Queen Mary's is an academically selective school. It is our aim to support pupils to achieve their full academic potential. We value the life of the mind and want to pass on a love of learning.

Outside the classroom, we offer a range of life-enriching opportunities: time at our Field Centre in Wales; membership of our thriving Combined Cadet Force; individual and team sports; foreign exchanges and travel; participation in music, debating and public speaking and many other activities. We believe that achievement and enjoyment go hand in hand.

We equip our pupils to meet the challenges of a rapidly changing world. Most choose to go on to higher education. Through partnership between School, pupil and parents, we aim for the examination success that will open doors to the very best universities and international employers. It is our mission to attain excellence in all that we do.

Our House system celebrates the four pillars of school life at Queen Mary's: an academic focus, an international ethos, an enterprising spirit and a sense of community. We enjoy our social, cultural and ethnic diversity and recognise our many privileges. We are keen to share what we have - experience, expertise, enthusiasm - both with those who live on our doorstep and those from further afield.

To do so is very much in the spirit of our motto *quas dederis solas semper habebis opes*: it is what you give that you will keep as eternal riches.

Richard Langton

Headmaster

About Us

Queen Mary's Grammar School is an invigorating and rewarding place to work: the pupils are intelligent and committed to study; the staff are friendly and forward looking. It is more than just a place of work – it is a thriving community, proud of its past and confident of its future. In March 2023, it was recognised as 'Outstanding' in all areas by Ofsted.

There are currently almost 1400 pupils on roll, including over 480 in the Sixth Form. The School has an outstanding academic record and regularly features at the upper end of the national league tables. In 2024, 65% of GCSE grades were 7-9 (A*/A) and 66% of A Level grades were A*, A or B. We are especially proud of our value-added scores, which regularly place us among the top schools in the country for progress. We do not rest on our laurels, but encourage all our pupils to realise their full potential.

In June 2011, the School converted to Academy status and we have undertaken a series of exciting building projects since then, including a new Sixth Form Centre, science labs and a humanities wing, music and PE refurbishments, extensions to existing English and maths classrooms, as well as a new dining room and reception. We were a founding member of the Mercian Multi Academy Trust (along with five other schools) in January 2018. Over the past few years, we completed projects to add additional capacity through the building of extra science rooms, a humanities block and a sixth form study annexe.

The School encourages an enterprising and international outlook: trips, expeditions and exchanges have gone all over the world in recent years, as well as a wide range of vibrant and formative educational visits and experiences closer to home such as theatre visits, visiting speakers and the mental health ambassadors programme. We are proud to appear in Ross Morrison McGill's recent book *Just Great Teaching*, showcasing our mental health work.

We want our pupils to lead happy and fulfilled lives. Learning here is not just about passing exams, but about enjoying the life of the mind. We also encourage all our pupils to take part in a wide range of enrichment activities in music, sport, the Combined Cadet Force and at our Field Centre on the Afon Mawddach in Southern Snowdonia. We have been named in the Top 100 cricket schools by the *Cricketer Magazine* for the second year in succession.

Our pupils come from diverse backgrounds, but they all thrive on the sense of support, encouragement and care that characterises Queen Mary's.

Benefits of working at Queen Mary's Grammar School

- teach gifted and intelligent students who have a real motivation to succeed
- a thriving and expanding school that achieves examination success, particularly at GCSE level
- professional autonomy in the classroom – you are encouraged to teach in a style that suits you and your subject
- a Headmaster and Senior Leadership Team that operate an open-door policy to support colleagues personally as well as professionally
- we take our mental health seriously, considering workload and staff wellbeing
- a dedicated induction programme for new staff and ECTs to ensure you are supported at whatever stage of your career you join us
- opportunities to play a role in the wider life of the school, including involvement in the CCF, music, debating, drama, coaching of sports teams and other trips and opportunities, such as visits to Farchynys (our Welsh field centre)
- career progression – many of our current middle and senior leaders are “home-grown” promotions from within.

Find out more

You can find out more about our school at <http://www.qmgs.walsall.sch.uk>.

For a flavour of daily life at QM follow us on Twitter at @QMGS1554.

Please contact Simran Sahota (Executive Assistant) if you would like to discuss the role further via email; s.sahota@qmgs.merciantrust.org.uk

The Role

Job Title:	Administrator to the Senior Leadership Team (SLT)
Grade:	SCP 6 – 11 FTE: £25,183 - £27,269 37 Hours per week, Term Time Only Actual salary to be pro-rated to Term time

Purpose of Job:

- To work alongside the Headmaster, executive assistant to the SLT and the wider SLT in the strategic running of the school
- To provide administrative support for the work of the SLT
- The role is directly line managed by the executive assistant on the SLT: Simran Sahota

JOB DESCRIPTION

Core role

- The administrator to the Senior Leadership Team will work in close proximity with the Senior Leadership Team (SLT) in areas of high confidentiality on a daily basis. Complete discretion is therefore of the utmost importance.
- The successful applicant will offer excellent administrative skills and, whilst experience of working in an educational environment would be desirable, for the right candidate it is not essential.
- The successful candidate will be able to work with initiative and foresight to a very high standard and contribute to the smooth running of the School's management and administrative functions.
- They should possess excellent communication skills in order to present the appropriate image of the School and strong organisational skills and flexibility to meet tight timescales.

MAIN DUTIES

The duties may include any or all of the following:

- Providing administrative support to the SLT for day-to-day matters as required
- Provide support for the executive assistant to the SLT with regards to HR functions of the school (staff recruitment, single central record, etc)
- Assisting the SLT with staff recruitment and induction, including that of trainee teachers
- Administrative support for the school's co-curricular programme through the Evolve system and through liaison with Mercian finance (with the relevant assistant head)
- To provide support for the curriculum group (via the deputy head), minuting meetings and providing departmental administrative support when required
- To provide support for the recording and administration of staff CPD and lesson observations (with the relevant assistant head)
- Assist the SLT in the compilation and production of such reports and records as may be required by the Governors, MAT, Local Authority or DfE (e.g. behaviour and safeguarding records)
- To work with the admissions team in preparing materials and making arrangements for the Year 7 and 12 open evenings, including preparing press advertisements and other planning for the events
- To raise PSF finance orders on behalf of the SLT
- Organising and storing paperwork, documents and computer-based information, using IT systems such as SIMS, Edulink and CPOMS
- Helping to prepare various booklets/handbooks for printing
- Maintaining pigeonholes for staff and updating when necessary
- Offering support to the executive assistant for managing of the main school 'enquiries' email account and other communication channels, as appropriate
- Offering support to the executive assistant for the running of meetings/events and managing refreshments

- Providing administrative support with any general clerical work and filing
- To provide administrative support in meetings (as directed by the SLT)
- Liaising with staff, pupils, Governors, parents and other stakeholders where appropriate
- Understanding and following school policies, particularly those connected to safeguarding and GDPR
- Helping to organise particular school events/projects

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Be alert to when persistent absence becomes a safeguarding concern and early help may be required
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

Behavioural and pastoral

- To assist in the promotion of high standards of behaviour and conduct within the school
- Assist in maintaining good discipline of pupils at QMGS (in line with the school's behaviour policy)

Other

- To work within and encourage the School's Equal Opportunity Policy
- Other duties as may reasonably be requested by the Headmaster, SLT or executive assistant to the SLT.

PERSON SPECIFICATION

Preferred skills, personal attributes or experience

Previous experience of working in a PA or executive role is essential and it is desirable that the successful candidate has appropriate qualifications. Experience of working within a school setting is desirable although not essential

In addition, the following attributes are required:

- Discretion and confidentiality
- Accuracy and attention to detail, while meeting deadlines
- Ability to follow instructions
- Ability to work as part of a team or alone as necessary
- Reliability and punctuality
- Common sense, patience and initiative
- Dynamic and outward looking
- Ability to judge when a decision is not theirs to make
- Effective oral and written communication skills
- Good keyboard and computer skills, including the use of databases
- Excellent organisational and time management skills
- Good numeracy and literacy: familiarity with ICT and other equipment to support learning
- Ability to relate well to children, young people and adults
- Ability to deal with colleagues and pupils in a manner appropriate to each
- A sense of humour and positive outlook
- Ability to react positively and remain calm in a crisis

NB You must be suitable to work with children. This job is subject to an Enhanced Disclosure.

Queen Mary's Grammar School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Safeguarding and Safer Recruitment Policies can be found on our website.

The Mercian Trust

Queen Mary's Grammar School is a Founder Academy of the Mercian Multi-Academy Trust. According to the National Schools Commissioner, Sir David Carter, MATs exist:

- to secure school improvement and develop people
- to encourage good governance and proper risk management
- to secure the financial health of all its academies.

We sign up to those ambitions. In our MAT, the Mercian Trust, we choose to pursue life to the full in the business of education.

We are convinced that we are stronger together. The Mercian Trust is already helping to shape the educational landscape in exciting ways. We welcome you to be part of that story.

The members of The Mercian Trust are: Aldridge School, The Ladder School, Queen Mary's Grammar School, Queen Mary's High School, Shire Oak Academy, Walsall Studio School, Q3 Langley, Q3 Great Barr, Q3 Tipton

Our schools prepare pupils to live life to the full by equipping them to realise their full potential as learners; to thrive in the world of work; and to make a positive contribution to the local, national and international community.

The Mercian Trust respects the autonomy of its member schools but, through collaboration, it will foster strengths greater than the sum of its parts. Put simply, the Trust provides a framework for sharing expertise, enthusiasm and experience.

Location

Queen Mary's Grammar School
Sutton Road
Walsall
West Midlands
WS1 2PG

Tel: 01922 720696
Fax: 01922 725932

Queen Mary's Grammar School is located on the Sutton Road, in the leafy south of the town and close to the centre of Walsall. Travel to the school is very convenient, being approximately 10 minutes' drive from both junctions 7 and 9 of the M6.

There are good bus links from Birmingham to Walsall (with the 51 and X51 buses) and there is a direct train route to Birmingham from nearby stations in the town centre, Bescot Stadium and Tamebridge Parkway.

The close proximity of Walsall, Wolverhampton and Birmingham City Centre provides excellent access to shopping, leisure facilities, museums, cinemas and a wide range of nightlife.

House prices in Walsall are also very competitive compared to the Midlands as a whole and there is a range of good local primary schools and nurseries for those with young families seeking to move close to Queen Mary's.

You are very welcome to visit the school. Please contact Simran Sahota, s.sahota@qmgs.merciantrust.org.uk to arrange a visit.