



QUEEN MARY'S GRAMMAR SCHOOL

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



Information Pack

Reception Secretary (Mon – Wed)

Required from December 2025

22.5 hours, Term time + 1 week

Permanent

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

01922 720696

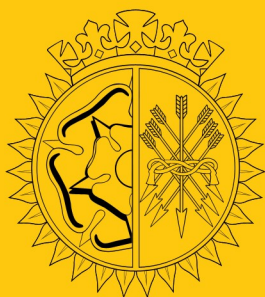


Contents



Welcome

Page 3



About us

Page 4



Benefits of working at QM

Page 5



The Role

Pages 6-8



The Mercian Trust

Page 9



The Location

Page 10

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

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.

n.turner@qmgs.merciantrust.org.uk

Job Title:	Reception Secretary
Grade / Salary:	
Hours:	3 days per week 22.5 hours (Mon – Wed)
Purpose of Job: The successful applicant will be responsible for: • Receiving visitors to the school and managing telephone calls • Providing excellent professional customer service to pupils, parents, staff and visitors • Dealing with a wide range of general administrative and office duties for the School Reporting to: Data & Administration Manager	
Main Duties and Responsibilities of the Role (in conjunction with another Reception Secretary): • Receiving visitors and answering enquiries • Answering telephone calls and emails • Electronic gate – answer and let in visitors • General reception enquiries from pupils / parents / teachers • Sign-in visitors / contractors / MAT students and issue lanyards • Administrative support to Deputy Head and Heads of Year including parents’ evening support and administration of the online booking system • Maintain the school “live” calendar on the website • Liaise with Form Tutors re pupil absences, phone calls, parental enquiries etc • Listen to “absence line” and record absences / input on SIMS • Record absences sent via email and acknowledge receipt • Record absence requests due to medical appointments / university visits on SIMS • Input sports teams absences on SIMS • Registers – check through on SIMS • Producing absences and lateness reports for HoYs, contacting parents for pupil absence • Input lesson registers (from Cover Supervisors) • Record all pupils in late book and enter onto SIMS • Keeping the pupil database (SIMS) up to date and making routine returns to the LA • Gathering contact information from parents for SIMS and data inputting as required • Updating other information on SIMS as required, including data entry for Year 7 pupils joining the school • Overseeing applications for Entrance Exam and issuing SEN letters / emails • Biostore and Visitor ID sign-in • Fire evacuation reports for staff and visitors / lock-down procedures • First port of call for first aid / illness – call first aider and ‘phone home / ambulance if necessary • Co-ordinating pupils’ medication and checking for expiry dates • Amending information on pupil accidents on software • Sale of House badges / community awards • Frank and record post, balance post book, take post to post office daily • Distribute and open school post as appropriate • Distribute notices and letters to forms and pupils via register folders	

- Order Admin Office stationery
- Update and maintain internal telephone list
- Sell QMA / music / drama event tickets and raffle ticket returns
- Produce unexplained absence reports for SLT / HoYs / Form & Group Tutors / update registers of SIMS
- Chase up Unexplained absences – print off Registration Certificates and send letters to parents
- “Lates” detentions – print detention form and Registration Certificate, update SIMS, advise parents
- “Extended lates” detentions (20+ lates) letter to parents / Registrations Certificates / update SIMS
- Produce Official Register Report – print and file
- General clerical work, filing and photocopying
- Support the administration with Reception duties during GCSE and A Level results weeks in August

General Responsibilities:

To play a role, under the overall direction of the Headmaster, in:

- creating a School environment with an outstanding care and guidance of, and for, all members of the School community;
- contributing to the overall ethos and high academic achievement of the School;
- supporting outstanding teaching and learning, achievement and behaviour across the School.

This includes:

- being an active member of the School community who is passionate about ensuring an excellent standard of teaching and learning;
- providing a flexible service that adapts to the changing needs of the School community and responds to day-to-day situations as they arise;
- ensuring that a proactive customer service approach is adopted in all tasks undertaken;
- ensuring that the School community has the right information at the right time to enable an excellent service;
- contributing to the ethos of the School by participating in and leading on enrichment activities;
- taking on relevant responsibilities that are both essential or add value to the School community
- being aware and alert to the care of each child in the School, monitoring as appropriate and raising concerns when they appear;
- being a professional role model with a clear understanding of tolerance and the importance of diversity;
- developing positive and collaborative working relationships with, and between staff to provide them with appropriate support and guidance in achieving the school’s priorities and targets;
- attending and participating in meetings, as required;
- regularly reviewing own practice, setting personal objectives and taking responsibility for self-development;
- consistently enhancing knowledge of educational initiatives, information and communications technologies and developments in relation to your role utilising self-directed learning;
- managing own workload and that of others to allow an appropriate work / home life balance;
- attending out-of-school-hours events, as directed by the Headmaster, Line Manager or another member of the Senior Leadership Team;
- undertaking any other professional duties reasonably delegated by the Headmaster, Line Manager or another member of the Senior Leadership Team.

Other requirements:

- to be aware of all Safeguarding and Child Protection updates, as well as the need for data protection compliance at all times;

- to carry out your responsibilities at all times with due regard to the organisation and arrangements for Health and Safety at Work (including the preparation of Risk Assessments);
- to carry out your duties in line with the School's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment;

Person Specification:

Personal Qualities and Professional Relationships:

- To have a positive and motivated approach to work;
- To have an excellent customer service approach
- To be able to work in a supportive and patient manner with all pupils and students;
- To be flexible and approachable;
- To be resilient and calm under pressure;
- To have excellent administration and time management skills;
- To proactively engage with pupils and students and have presence in order to maintain excellent standards of behaviour;
- To be able to establish and develop good relationships with all involved in the School community, working well within different teams;
- To demonstrate a flexible approach to work and changing priorities;

Skills:

- To be competent in the use of ICT, specifically SIMS and data entry;
- To have excellent communication skills, both oral and written;
- To have experience of communicating with people at all levels across an organisation.

Operational experience:

- To have experience of working with and supporting young people;
- To have experience of working in a busy Reception;
- To have experience of using management information systems and/or online systems.

Other:

- To have an understanding and willingness to be involved in School enrichment activities;
- To have an understanding of the School environment and priorities for learning.

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 Mrs Nicole Turner, n.turner@qmgs.merciantrust.org.uk to arrange a visit.