



## Queen Mary's Grammar School

Headmaster: R J Langton, M A

### **Reception Secretary (3 days per week, Mon-Wed)**

22.5 Hours, Term Time plus 1 week

NJC SCP 4 – 6: FTE: £24,404 - £25,183

Actual salary: £13,092 - £13,510

Required for February 2025

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 Reception Secretary to join our collaborative and supportive team. The ideal candidate will be required to provide a high standard of secretarial and administrative support to assist in the smooth running of all academy activities. As you will be the first point of contact to all visitors entering Queen Mary's, it is important that you provide a high standard of service and represent the School in a welcoming and professional manner. You will also support the Senior Leadership Team with administrative functions and provide assistance to Heads of Year and Heads of Department, where required.

You will ideally have experience of working within a Receptionist or Administrative role in 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 and you care about all pupils having the opportunity to achieve their potential. Knowledge of Microsoft software and SIMS management information software would be an advantage but training will be given.

If you would like more information about the role, please contact Simran Sahota, Executive Assistant by emailing [s.sahota@qmg.merciantrust.org.uk](mailto:s.sahota@qmg.merciantrust.org.uk).

We strongly encourage informal visits to the school with the opportunity to meet prospective colleagues or if you would like more information about the role please contact Simran Sahota (Executive Assistant) to arrange such a visit, by emailing [s.sahota@qmg.merciantrust.org.uk](mailto:s.sahota@qmg.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: Thursday 16 January 2025**

**Interviews: W/C 20 January 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.*