



Queen Mary's Grammar School  
Headmaster: R J Langton, M A

**HR and Payroll Administrator**

**NJC scale 20 to 23 (FTE 25,991-£27,741)  
22.5 hours per week term time plus two weeks  
Pro-rata actual salary of £14,049 to £14,995**

Queen Mary's Grammar School is an invigorating and rewarding place to work, the pupils are focused and committed to study with friendly and forward looking staff.

We are looking to appoint a HR and Payroll Administrator.

This is an interesting and fulfilling role, which offers an exciting opportunity for the successful candidate to play an integral part in our school. The job is multifaceted and is key to the successful running of the school. By its nature, the role works with a wide range of people from across the school and MAT and reports directly into the headmaster of Queen Mary's Grammar School.

**Applications**

For an application form and an information pack applicants should visit the vacancies page of our website at <http://qmgs.walsall.sch.uk/>

Applications are required using the School's standard application form along with a covering letter setting out your experience and how this matches the requirements of the role.

Application forms should be returned to  
[c-wood@qmgs.walsall.sch.uk](mailto:c-wood@qmgs.walsall.sch.uk)

To discuss the role further or to visit the school please contact Carol Wood  
[c-wood@qmgs.walsall.sch.uk](mailto:c-wood@qmgs.walsall.sch.uk) or call 01922 720696

**Closing Date: Monday 19th October 2020 9:00am**

**Interviews: Thursday 22<sup>nd</sup> October 2020**

***Queen Mary's Grammar School is committed to equal opportunities and safeguarding and promoting the welfare of children and young adults. We expect all staff to share this commitment. All post-holders are subject to a satisfactory enhanced Direct Barring Service disclosure.***