



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

**Reception Secretary**

**NJC Scale 5 (point 5–9) FTE £19,312–£20,903**

**(Actual salary £9,896– £10,711)**

**3 days per week (Monday, Tuesday, Wednesday) 22.5 hours per week**

**To start as soon as possible**

As a School Receptionist, you will 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, where required.

You will ideally have experience of working within a Receptionist or Administrative 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 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.

**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 (by post/e-mail), and a one page 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)

**Closing Date: Monday 2<sup>nd</sup> November 2020 9:00am**

**Interviews: Thursday 5<sup>th</sup> November 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.***