



## Queen Mary's Grammar School

Headmaster: R J Langton, M A

### **Admissions, marketing and outreach officer**

(from January 2021)

NJC scale Points 15 to 23 (FTE: £23,541 – 27,741)

**Actual Salary: £13,681 – 16,122**

#### **Hours:**

25 hours per week (negotiable and flexible) – term-time plus additional hours as necessary during holidays and around the entrance exam. As this is a new role, this is subject to a review within the first 12 months of employment

#### **Outline:**

We wish to appoint a dynamic and forward-thinking person to the new role of 'Admissions, marketing and outreach officer'. The successful candidate will play a key role in managing our School's admissions process, from the marketing of the school, through the running of the entrance exam and co-ordination of Year 7 and sixth form entrance. A key aspect of this role will be to maintain and promote our Trust's social mobility agenda: to increase opportunities and to improve outcomes.

The successful applicant will be responsible for:

- To coordinate and oversee the provision of the entrance examination and year 7 admissions to the School
- To manage the School's waiting lists for places in other year groups and coordinate exams for candidates
- To oversee and manage all aspects of school promotion and marketing
- To co-ordinate outreach, with a particular emphasis on improving social mobility

Key relationships:

- Reporting to Headmaster Queen Mary's Grammar School
- Working closely with the Exams Officer and Administration Manager
- Working with school staff in whole school promotion
- Working with our multi academy trust (MAT) and primary schools partners

Queen Mary's Grammar School has a national reputation for academic achievement. The School is a happy, rewarding place and the role will support our well-motivated young men and women to reach their full potential and prepare for life beyond.

#### **Applications**

For an application form and a job description applicants should visit the vacancies page of our website at <http://qmg.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.

Please return complete application form to [s-sahota@qmg.walsall.sch.uk](mailto:s-sahota@qmg.walsall.sch.uk)

Closing date: Monday 4<sup>th</sup> January 2021

Interviews: W/C Monday 4<sup>th</sup> January 2021

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.