

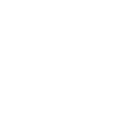
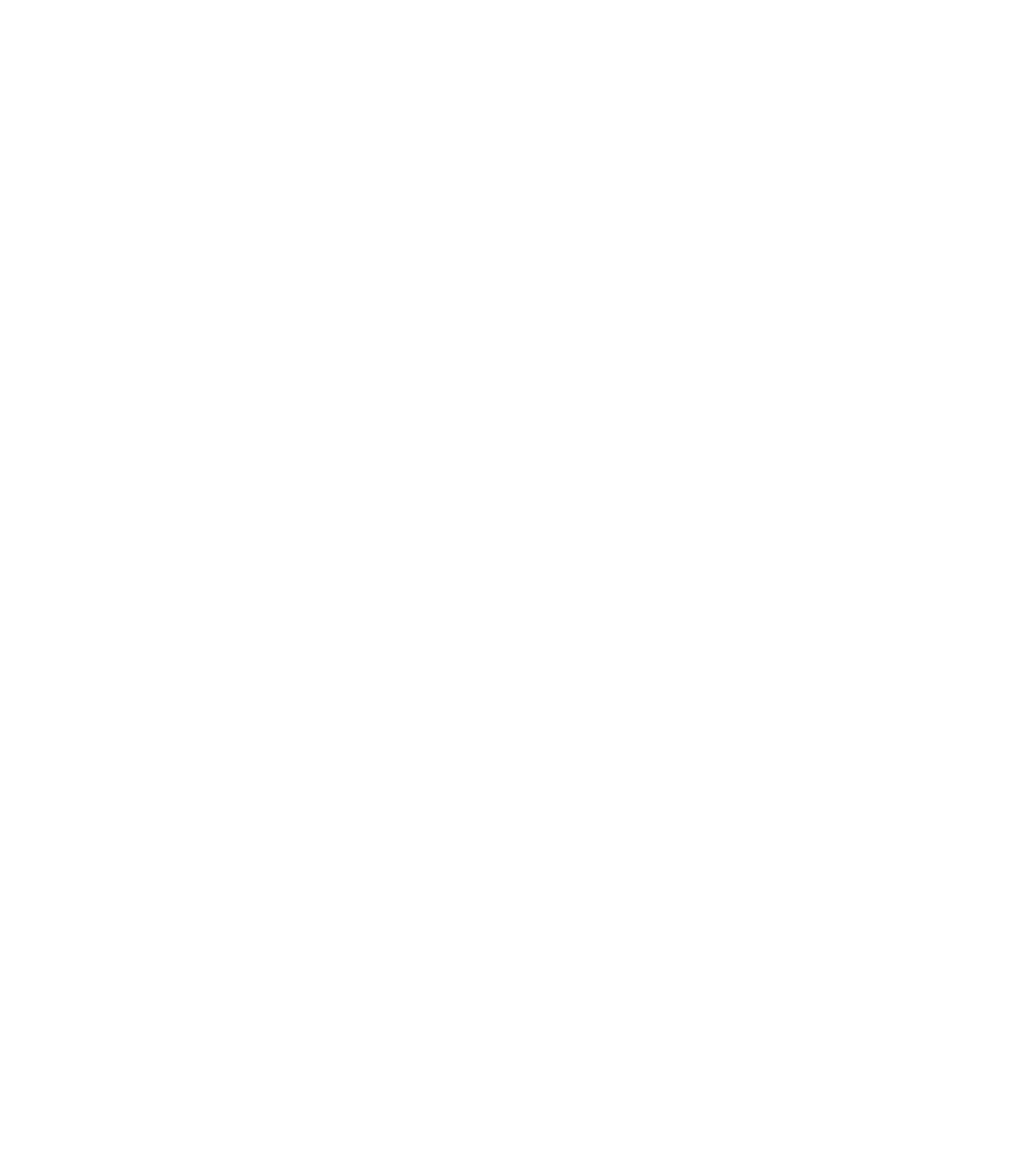
Welcome Page 3

About us Page 4

Location Page 5   
  
  
  
  
  
  
  
  
  
  
Benefits of working at QM Page 6

Administration and Data Manager   
 Page 7-9

The Mercian Trust Page 10

Welcome

Queen Mary’s Grammar School is an invigorating and rewarding place to work: the pupils are intelligent and committed to study; the staff are friendly and forward looking. It is far more than just a place of work – it is a thriving community, proud of its past and confident of its future. In November 2008, it was recognised as ‘Outstanding’ by Ofsted.

There are currently nearly 1150 pupils on roll, including 422 in the Sixth Form. The School has an outstanding academic record and regularly features in the upper reaches of the national league tables. In 2019, 76%  of GCSE grades were 7-9 (A\*/A) and 62% of A Level grades were A\*, A or B. Our value added scores are particularly impressive (with a Progress 8 score of +0.76 in 2019); we do not rest on our laurels, but encourage all our pupils to take up the challenge of realising their full potential.

In June 2011, the School converted to Academy status and we have undertaken a series of exciting building projects over the past 8 years, including a new Sixth Form Centre, Science labs and a Humanities wing, music and PE refurbishments, as well as a new dining room and reception. We were a founding member of the Mercian Multi Academy Trust (along with five other schools) in January 2018.  Over the past year, we completed projects to add additional capacity through the building of extra science rooms and improving Design Technology and Art facilities.

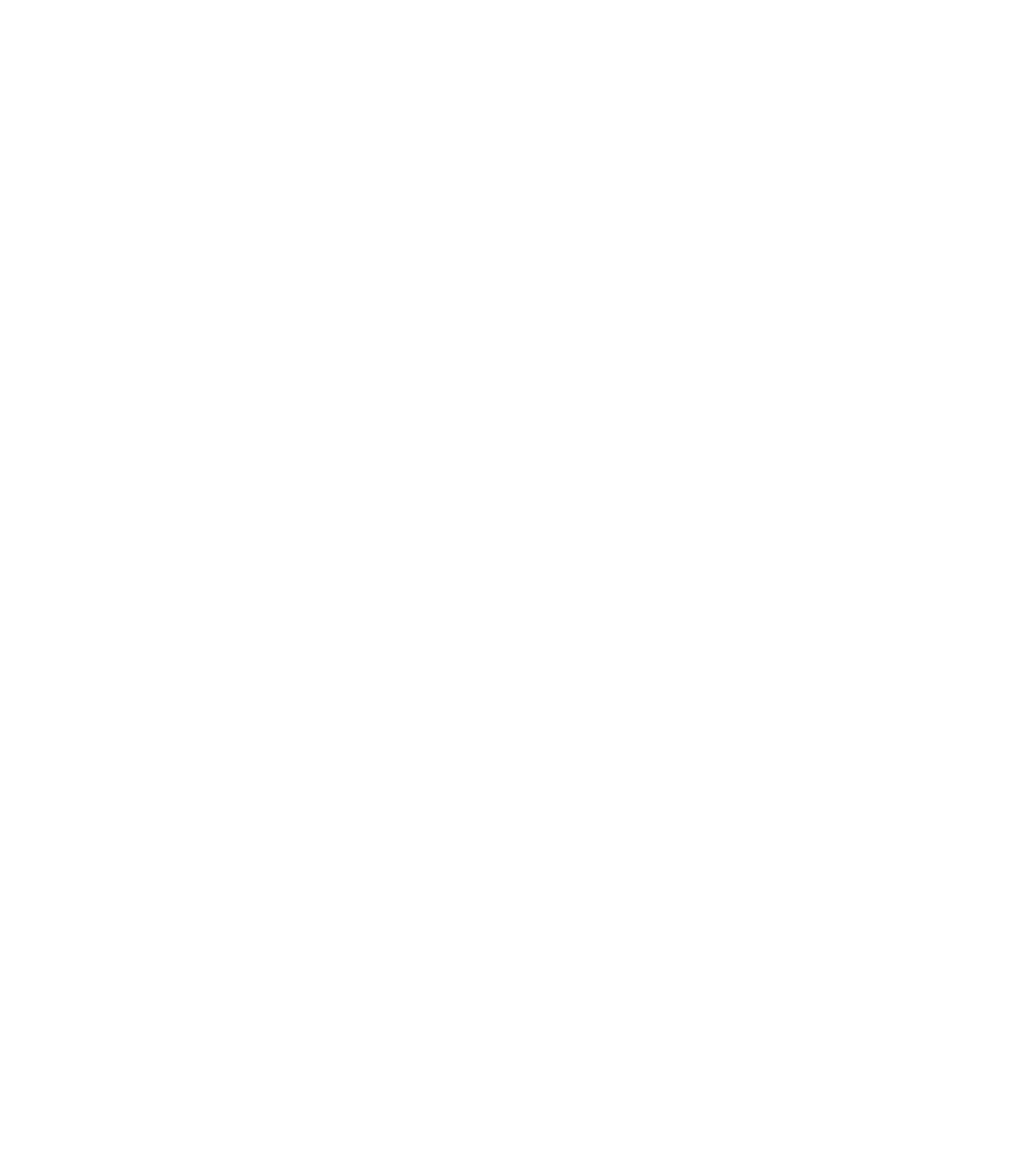
The School encourages an enterprising and international outlook: we have enjoyed trips, expeditions and exchanges all over the world in recent years and have many successes in national competitions but also carry out a wide range of vibrant and formative trips and experiences closer to home such as theatre visits, visiting speakers and the mental health ambassadors programme. In fact, we are incredibly proud to appear in Ross Morrison McGill’s new book *Just Great Teaching,* showcasing our mental health work with staff and pupils.

We want our own pupils to lead happy and fulfilled lives. Learning here is not just about passing exams, but about enjoying the life of the mind. We also encourage all our pupils to take part in a wide range of enrichment activities in sport, drama and music, in the Combined Cadet Force and at our Field Centre on the Afon Mawddach in Southern Snowdonia.  We have just been named in the Top 100 cricket schools by the *Cricketer magazine* for the second year in succession.

You will notice a relaxed working atmosphere as you walk round the school. Our pupils come from diverse backgrounds, but they all thrive on the sense of support, encouragement and care that characterises Queen Mary’s.

Richard Langton

Headmaster

About us

Queen Mary’s Grammar School is an invigorating and rewarding place to work: the pupils are intelligent and committed to study; the staff are friendly and forward looking. It is far more than just a place of work – it is a thriving community, proud of its past and confident of its future. In November 2008, it was recognised as ‘Outstanding’ by Ofsted.

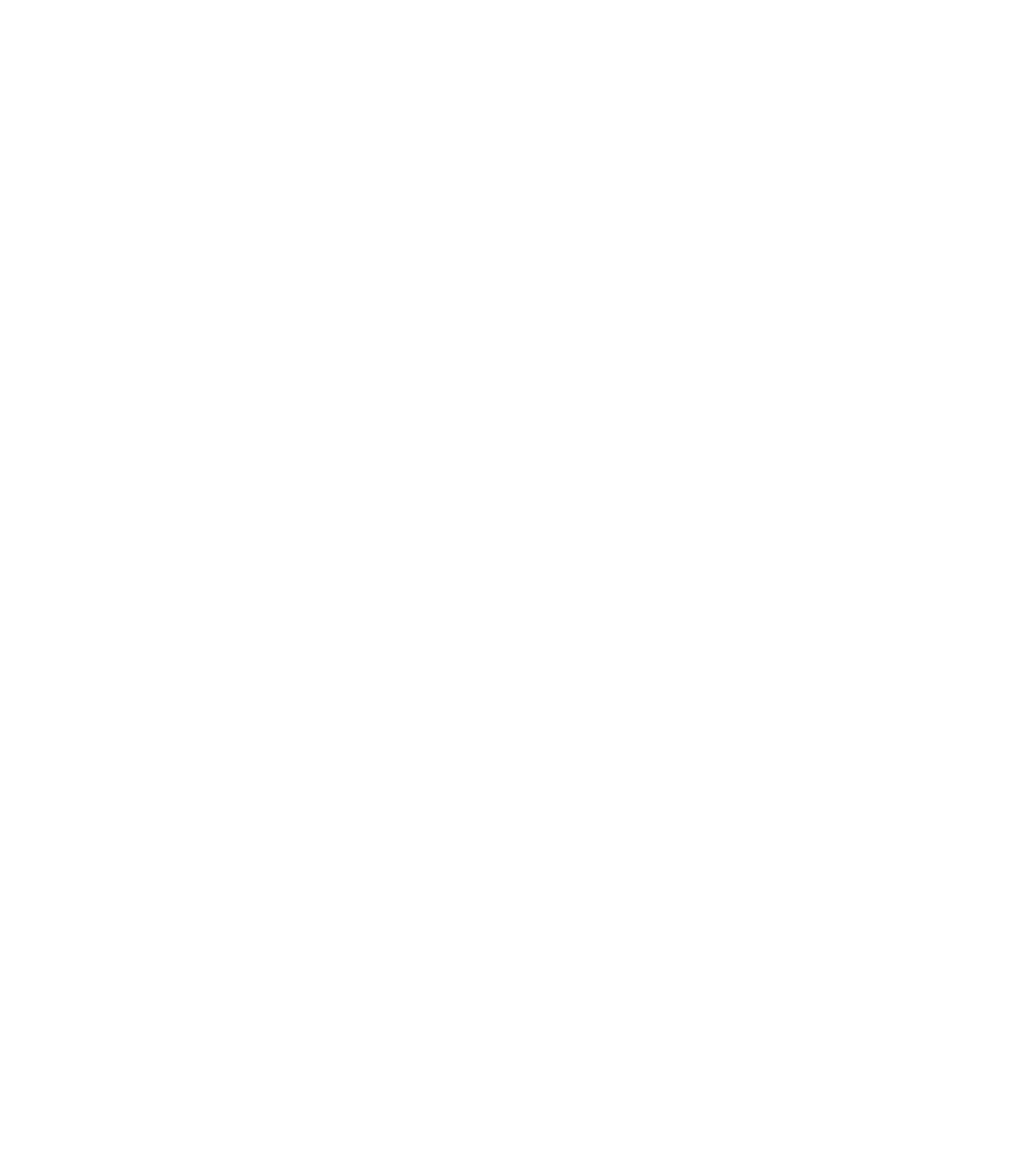
There are currently nearly 1150 pupils on roll, including 422 in the Sixth Form. The School has an outstanding academic record and regularly features in the upper reaches of the national league tables. In 2019, 76% of GCSE grades were 7-9 (A\*/A) and 62% of A Level grades were A\*, A or B. Our value added scores are particularly impressive (with a predicted Progress 8 score of +0.83 in 2019); we do not rest on our laurels, but encourage all our pupils to take up the challenge of realising their full potential.

In June 2011, the School converted to Academy status and we have undertaken a series of exciting building projects over the past 8 years, including a new Sixth Form Centre, Science labs and a Humanities wing, music and PE refurbishments, as well as a new dining room and reception. We partnered a local Charity in the founding of Walsall Studio School in 2012 and were a founding member of the Mercian Multi Academy Trust (along with five other schools) in January 2018. We are also expanding, adding additional capacity through the building of extra science rooms and improving Design Technology and Art facilities.

The School encourages an enterprising and international outlook: we have enjoyed trips, expeditions and exchanges all over the world in recent years and have many successes in national competitions but also carry out a wide range of vibrant and formative trips and experiences closer to home such as theatre visits, visiting speakers and the mental health ambassadors programme. In fact, we are incredibly proud to appear in Ross Morrison McGill’s (aka Teacher Toolkit) new book showcasing our mental health work with staff and pupils.

We want our own pupils to lead happy and fulfilled lives. Learning here is not just about passing exams, but about enjoying the life of the mind. We also encourage all our pupils to take part in a wide range of enrichment activities in sport, drama and music, in the Combined Cadet Force and at our Field Centre on the Afon Mawddach in Southern Snowdonia.

You will notice a relaxed working atmosphere as you walk round the school. Our pupils come from diverse backgrounds, but they all thrive on the sense of support, encouragement and care that characterises Queen Mary’s.

Location

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

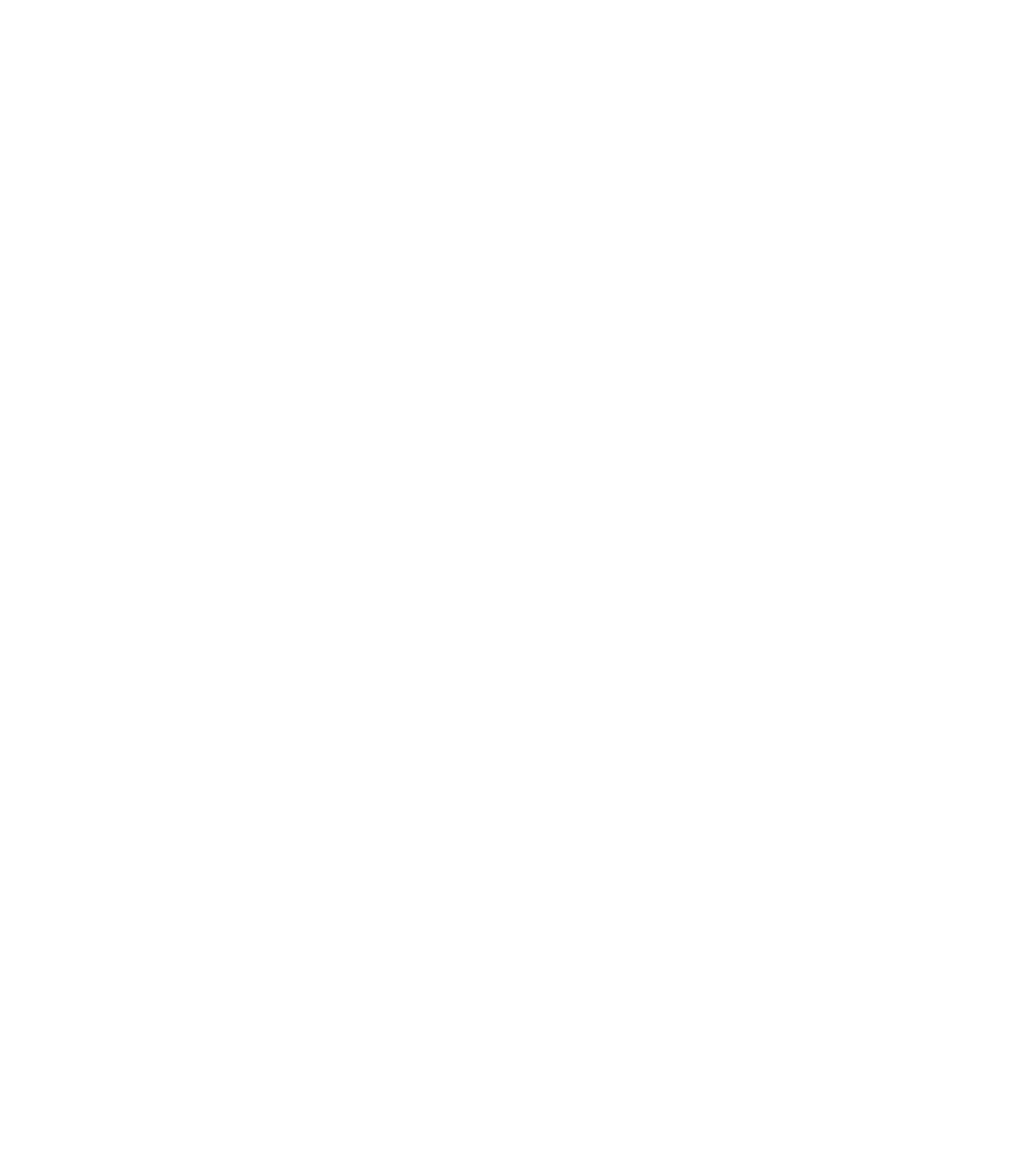
Tel: 01922 720696  
Fax: 01922 725932

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.

Benefits of working at   
Queen Mary’s Grammar School

* The opportunity to teach outstandingly gifted and intelligent students who have a real motivation to succeed.
* A thriving and expanding school that achieves enviable examination success at both GCSE and A Level.
* Professional autonomy in the classroom – you are encouraged to teach in a style that suits you and your subject!
* A senior leadership team that is approachable and fair in its approach
* Plenty of opportunities for professional development in the school, across our MAT, and externally.
* A real sense of community, both amongst staff and pupils.
* A dedicated induction programme for new staff and NQTs to ensure you are supported.
* We take our mental health seriously, always considering work load and staff wellbeing.
* We are encouraged to organise school trips, travelling across the globe.
* The chance to play a key role in the wider life of the school, from involvement in the CCF and music, coaching of sports teams and countless other opportunities
* Career progression – many of our current middle and senior leaders are home-grown promotions from within

Some quotes from the Good Schools Guide about us:

*“…QMGS is a calm yet bright environment.”*

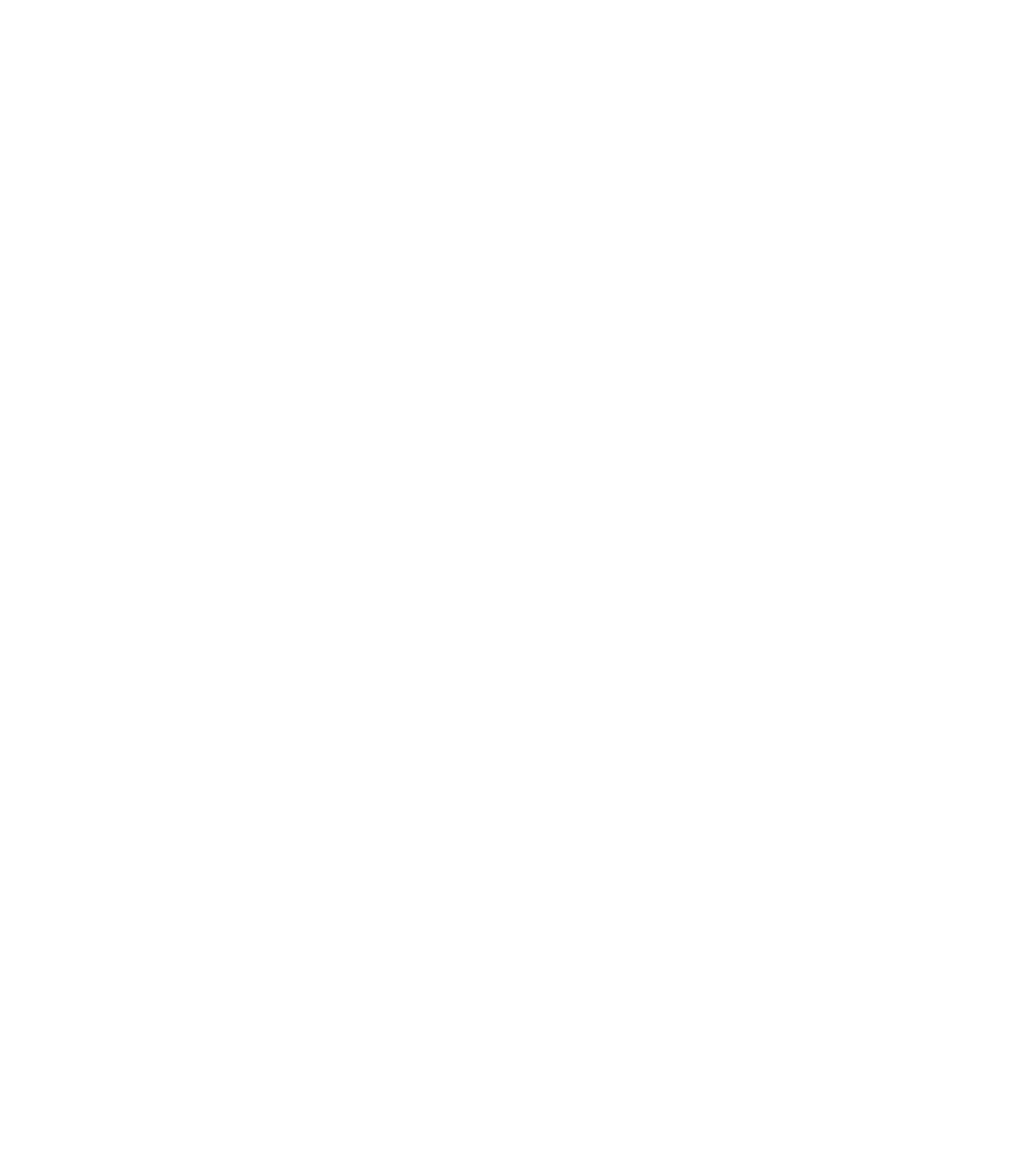
*“There are no elephants in the rooms at QMGS - mental health and well-being of pupils and staff alike are taken very seriously.”*

*“There is no ‘typical’ QMGS pupil. Students come from a wide range of backgrounds. This is what perhaps makes QMGS stand aside from the usual grammar schools.”*

*“QMGS is rich and fulfilling for both students and staff. A school with one foot in the past and the other in the future.”*

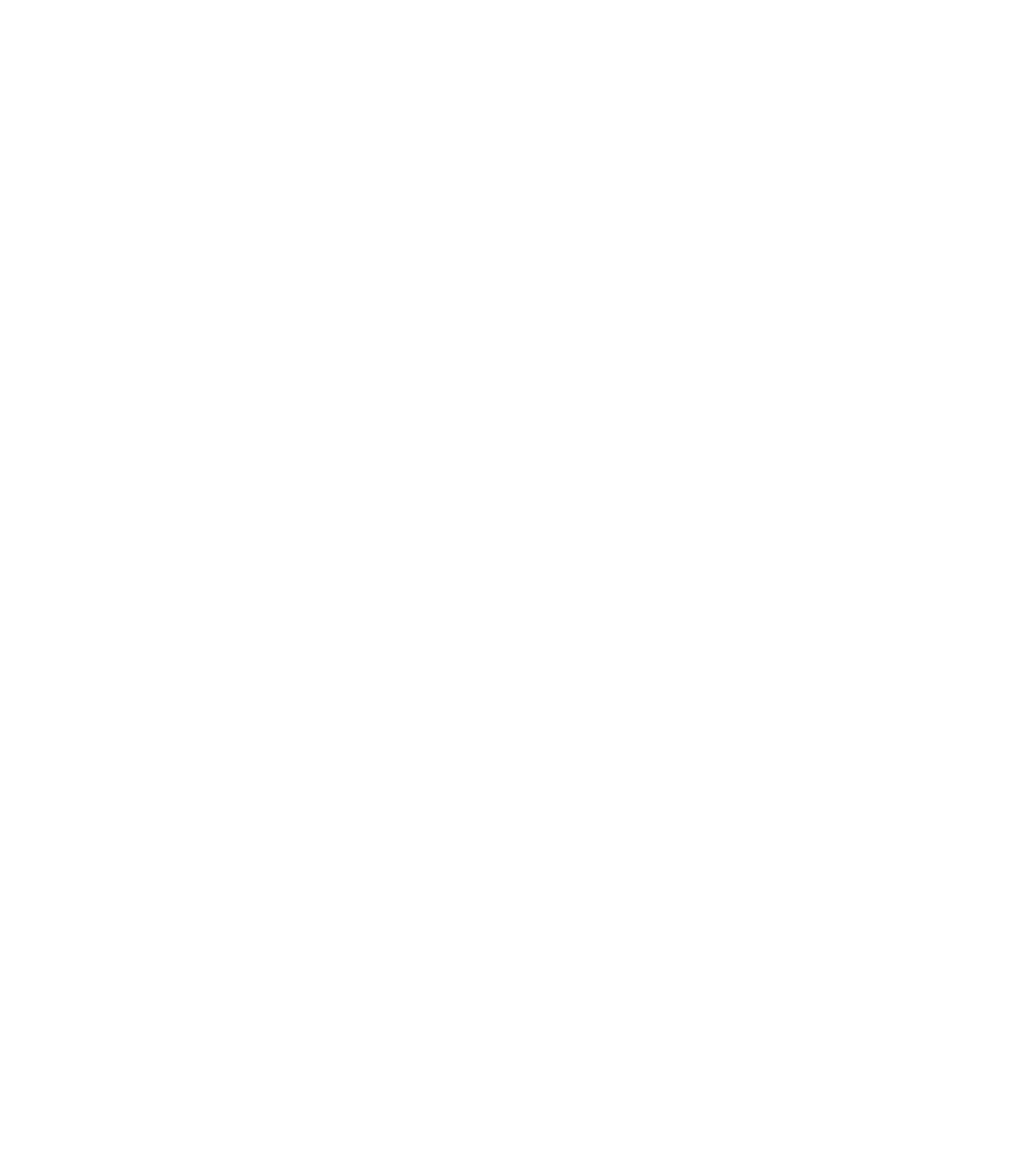
Find out more   
You can find out more about our amazing school at <http://www.qmgs.walsall.sch.uk>

Alternatively, for a real flavour of daily life at QM follow us on Twitter at @QMGS1554



|  |  |
| --- | --- |
| **Job Title:** | Administration and Data Manager |
| **Grade:** | NJC scale 22 to 27 (April 2019 scales) 37 hours per week term time plus three weeksPro-rata (actual) salary of £23,963 to £27,966 (term time plus 3 weeks) *This is a new position which offers the scope to develop the role which could allow for further progression* |
| **Purpose of Job:**   * Manage the school’s pupil data management systems (SIMS) through the effective development, maintenance and support of those systems and processes for pupil and parent data within the school, in accordance with statutory requirements * Responsible for the collection, timely input and integrity of pupil data held in SIMS and other integrated software packages to facilitate effective learning and interventions and safeguarding * Coordinate the work of the Associate Administration and Exams team with other members of teaching and non-teaching staff in our school and the Trust’s central finance team.   Reporting to: Deputy Head (Data and Curriculum)  Direct reports: Reception Secretaries, Exams Officer, Data and Exams Assistant | |
| **JOB DESCRIPTION** *Core duties (essential skills areas):*  **Administration and collection of data**   * Source and import all pupil data for entry for Year 7 pupils and mid-year admissions * Liaise with sixth form administrator to ensure collection of data for sixth form pupils is complete and accurate * Develop and maintain forms (online and paper) for collection of all pupil and parent data and subsequent input to SIMS * Manage the collection of pastoral data, including attendance and behavior, following up trends and issues identified with relevant members of the leadership team * Ensure there are no gaps in information collection across the school * Work alongside the Exams Officer, with responsibility for managing all administration aspects of the school’s entrance examination including admissions, waiting lists and issuing offers to pupils * Deal with any matters relating to finance administration in school and act as liaison with the Trust Central finance team   SIMS:   * Ensure that the pupil data is up to date and accurate at all times and in advance of the school census and other statistical government returns, including UPN and ULN numbers * Take a leading role in the creation of reports and templates in SIMS for curriculum, pastoral care and assessment purposes ensuring such data supports high-quality provision for vulnerable groups of pupils, including attendance and other data * Responsible for the development and support of the common transfer system to provide consistency of data from school to school in a timely manner * Manage the transition of pupil information from one academic year to the next with all sections of SIMS, including registration groups * Ensure that there is a seamless integration of pupil data in SIMS with a range of other applications that facilitate high quality care, communication with parents and careers, and educational progress * Support and improve the use of SIMS, including providing training to teaching and non-teaching staff   **Data and Assessment:**   * Prepare the School census and other statutory returns, ensuring that reports are checked for accuracy and completeness * Play a key role in the exams and data process through oversight of Assessment Manager and Exams Organiser and Course Manager in SIMS, including QAN data. Ensure data is accurate for 16-19 funding * Support the designated assessment coordinator in the development and provision of assessment data for analysis, as well as monitoring and student tracking systems * Oversee the creation and maintenance of grade sets, mark sheets and report templates * Support the Exams Assistant with preparation of annual and interim pupil reports * Manage results data of the entrance examination and liaise with Local Authority on offering places * Liaise with our partners in the Mercian Multi-Academy Trust in the provision and use of MAT-wide data   **Other responsibilities:**   * Work with the Deputy Head to ensure compliance with GDPR, including the secure storage and destruction of confidential pupil information in digital and paper form * Ensure all new pupil records are complete in the confidential files and that historical files are kept in line with statutory guidance * Facilitate effective and efficient systems of communication with parents and other external stakeholders. * Produce and distribute staff duty rotas, room changes and bookings and certificate processing * Attend and participate in meetings, including representing the School as required. * Support the Senior Leadership Team to ensure the smooth running of the school by coordinating work across the Associate Team * Line management responsibilities, for Administration and Exams staff, * Acting as a central point of support for all members of our Associate Team in all areas of administration. * Responsible for ensuring all new staff have an appropriate induction * Have a flexible in an approach to working across and supporting all areas of the Admin Team as required. * Working closely with the Exams Officer to support administration of the School’s entrance exam, including liaising with the Local Authority to manage offers and waiting lists as appropriate * Carry out any other duties as may reasonably be requested by the Headmaster or other members of the Senior Leadership Team. | |
| PERSON SPECIFICATION **Preferred skills, personal attributes or experience**   * Good numeracy and literacy: strong ICT skills and expert knowledge of SIMS and other educational applications. * Excellent SIMS skills in all areas including reporting and the willingness for continued self-development in this area. * A broad knowledge of all areas of school life. * Ability to relate well to children and adults. * The ability to communicate effectively, verbally and in writing. * Presence, dynamism, good sense of humour and approachability. * Ability to work constructively as part of a team, understanding roles and responsibilities and your own position within these. * Ability to deal with colleagues and pupils in a manner appropriate to each. * Ability to react positively and remain calm under pressure. * To be a supportive team player with the ability to build good working relationships. | |

**please return completed application forms to c-wood@qmgs.walsall.sch.uk**

**The Mercian Trust**

**Queen Mary’s Grammar School is a Founder Academy 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.**

The name of our Trust is significant. It is both rooted in royal history and expresses a geographical identity. Mercia was an ancient kingdom comprising parts of Cheshire, Derbyshire, Nottinghamshire, Staffordshire, Worcestershire and, crucially for us, what we now call the Black Country. It was in Mercia that St Chad established learning communities which fostered a sense of common purpose. A thousand years ago, they spoke of bonds of kinship. Today, we want to adopt the same spirit in our approach to relationships within the MAT. So we very much hope that Y7 and Year 12 pupils joining us will feel that they are not only members of Queen Mary’s Grammar School, but also of a wider family of schools.

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

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.

You may have heard about some MATs that seem to have turned into big businesses. That is not our view of what education should be about. That is why Queen Mary’s Grammar School wanted to be right at the heart of decision making of what our MAT should look like.

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.

We think that is exciting …