



Mary Webb School &  
Science College



# Candidate Information Pack

## Administration Assistant (Finance/Data)

Mary Webb School & Science College  
Pontesbury  
Shrewsbury  
Shropshire  
SY5 0TG



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# Dear Applicant

Thank you for your interest in our vacancy for a Administration Assistant (Finance/Data).

In this pack you will find the following information:

[Letter from the Headteacher](#)

[Advertisement](#)

[Information about the school](#)

[Job Description](#)

[Person Specification](#)

[Information on how to apply](#)

Thank you for showing an interest in our school. Having read the enclosed information, I trust you will feel encouraged to apply for the administration assistant (finance/data) vacancy within the school.

This is a demanding role that requires you to be a good communicator, have an interest in working in a learning environment be able to stay calm under pressure and have a positive outlook and attitude towards young people.

We are seeking to appoint a flexible, well-organised person with excellent communication skills to provide administrative support in the school. The successful candidate will be joining an experienced and highly skilled administrative support team who work effectively as a team to ensure that the school's main teaching and learning priorities can be met successfully. As part of the team, there may be occasions when you will be required to support the school office function by undertaking school reception duties and answering telephone calls to ensure cover at all times.

An application would bring you a step closer to working in a busy, but really friendly and supportive environment.

Mary Webb School and Science College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

I look forward to receiving your application.

Yours sincerely,

Peter Lowe-Werrell  
Headteacher

# Advertisement

## Administration Assistant (Finance/Data)

Required as soon as possible

This post permanent, 37 hours per week, term time plus 3 PD days and Grade 6 (£13.47 - £14.14).

Mary Webb School and Science College is a successful and popular specialist science college, situated in a beautiful location, a few miles south of Shrewsbury.

Governors wish to appoint an administration assistant (finance/data) to join our successful administration team. The role covers a range of financial duties from ordering goods, invoicing suppliers and creating internal invoicing for external lettings along with the undertaking of complex financial administration procedures.

In relation to data and reporting, duties include administrative and technical support to staff in the processing and analysis of student data. The successful candidate will have experience of working in the school environment, an awareness of school MIS software and be willing to undergo training in the use of the student data and MIS software we use.

Potential candidates are encouraged to contact the school to speak to Ellie Evans, School Business Manager. Further details and an application form are available on the school website. The school does not accept CVs.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An online search will be undertaken as part of due diligence checks during the shortlisting process

**Closing date: 12pm Thursday 30th January 2025**

**Interviews to be held: Week commencing 3rd February 2025**

# Information about the school

Mary Webb School and Science College is situated in a particularly beautiful location in the village of Pontesbury, just a few miles south of Shrewsbury. The site, surrounded by hills and woodland, provides an ideal setting for a school that aims to provide an educational experience firmly rooted in a modern rural context. We seek to open minds and widen horizons by ensuring that all our students are prepared for the challenges of life in the 21st century.

As a relatively small, community secondary school of over 700 students, staff and governors, we feel that the school has a number of distinctive features that makes it a little bit special. We aim to provide an environment in which each and every student can develop and flourish, and where the pursuit of excellence, in terms of personal development and academic achievement, is the aspiration of all. Relatively small class sizes ensures that every student receives personal attention.

The curriculum at Key Stage 4 is based around a core GCSE offer. We believe that this provides students with robust qualifications that support transition to post-16 education, training and employment. GCSE examination results at Mary Webb School and Science College have been good in recent years and are above national averages for attainment and progress across the curriculum.

GCSE results in 2024 saw us achieve a very pleasing Progress 8 score of +0.04. 65% of our students achieved GCSEs in both English and mathematics at grade 4 and above and the school's Attainment 8 score was 47.84, which was in line with the Shropshire average for secondary schools. Over 10% of GCSEs awarded to our students were at grades 8 or 9. Most importantly, all our students were able to go on to the destinations they planned to in September 2024.

To view our latest Ofsted report from May 2023 please visit our website.

## Inspection of Mary Webb School and Science College

Pontesbury, Shrewsbury, Shropshire SY5 0TG

Inspection dates: 7 and 8 June 2023

<b>Overall effectiveness</b>	<b>Good</b>
The quality of education	<b>Good</b>
Behaviour and attitudes	<b>Good</b>
Personal development	<b>Good</b>
Leadership and management	<b>Good</b>
Previous inspection grade	Not previously inspected under section 5 of the Education Act 2005

- Pupils feel safe and happy in this inclusive and supportive school.
- Pupils behave well and have positive attitudes to learning.
- Governors and leaders ensure that staff's well-being matters.
- Staff morale is high.
- The arrangements for safeguarding are effective.

# Job Description

## Organisation

- Deal with complex reception/visitor/ telephone matters
- Assist with first aid
- Contribute to the planning, development and organisation of support service systems/procedures/policies
- Organise school trips/events etc
- Undertake key jobs to do with PA work for the Head, finance, examinations and/or attendance
- Liaison with EWO and parents
- Supervise, train and develop staff as appropriate

## Finance support

- Collecting and recording cash as necessary
- Assisting the Business Manager with budget monitoring, order/invoice processing, banking etc.
- Administration of lettings and other uses of school premises and raising subsequent invoices
- Undertake the administration of payroll systems

## Data and report administration

- Manage manual and computerised record/information systems
- Provide clerical support, as required
- Analyse and evaluate data/information and produce reports/information/data as required
- Undertake word-processing and complex IT based tasks
- Provide personal, administrative and organisational support to other staff
- Provide administrative and organisational support to the Governing Body
- Undertake administration of complex procedures
- Complete and submit complex forms, returns etc., including those to outside agencies e.g. DfE
- Take notes at meetings

## Examinations support

- Assisting with the operation of the MIS exam module, entry statements, timetables, entry lists, exam papers and security, exam results

# Job Description (Cont.)

## Other Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

## Safeguarding

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Safeguarding JD for school staff.

## Data Protection and other statutory responsibilities

- Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Data Protection JD for school staff.

## Other Duties

- Any other duties that the Headteacher, EHT/ CEO/ Governing Body/ Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

# Personal Specification

	Quality	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Good standard level of education, including level 2 or equivalent qualification in English and mathematics</li> <li>• 5 GCSEs at C or above (or equivalent) including English, Maths &amp; Science</li> <li>• NVQ Level 3 in administration or equivalent, or willingness to undertake this qualification</li> <li>• First Aid qualification</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Yes</p>
Work or relevant experience	<ul style="list-style-type: none"> <li>• 2 – 3 years' experience of clerical/administrative work or relevant specialist work</li> <li>• Good computer/keyboard skills</li> <li>• Ability to take notes</li> <li>• Experience of working in an educational setting or other relevant environment</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Yes</p>
Knowledge and understanding	<ul style="list-style-type: none"> <li>• Very good numeracy and literacy skills</li> </ul>	<p>Yes</p>	
Skills and abilities	<ul style="list-style-type: none"> <li>• Willingness to participate in training and development opportunities</li> <li>• Very good ICT skills</li> <li>• Sufficiently fluent in spoken English to ensure effective performance in the role</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	
Personal qualities	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Ability to relate well to children and adults</li> <li>• Ability to work well as part of a team</li> <li>• Flexibility and reliability</li> <li>• Ability to maintain confidentiality</li> <li>• Willingness to develop skills with further training e.g. First Aid Training</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	
	<ul style="list-style-type: none"> <li>• Willingness to undertake an enhanced</li> </ul>		

# How to Apply

Applications must be made on the official application form which can be found by [clicking here](#) or visiting [www.marywebbschool.com/vacancies](http://www.marywebbschool.com/vacancies)

The deadline for applications is 12 noon on Thursday 30th January 2025, and we will be interviewing week commencing 3rd February 2025. Please do not hesitate to get in touch with us if you have any questions or if you would appreciate an informal chat; we would be delighted to hear from you.

**When completing the application form, please pay particular attention to:**

Section D, Other Relevant Experience: Please limit this section to no more than 500 words.

Section E and F, Educational qualifications, please ensure you provide details of your qualifications, including GCE O level, GCSE or equivalent level 2 qualifications - a summary is not sufficient. Details of the institutions you studied at are required.

**In addition to the guidance provided, please outline your views on teaching science to young people in the 11-16 age range and why science is an important part of a broad and balanced education for the twenty first century.**

Section K, References: The requirement for two employment references, one of which **must** be your current or most recent employer. Please include email addresses if possible.

We use an application form which states that the post is exempt from the Rehabilitation of Offenders Act 1974 and that the successful candidate must apply to have an Enhanced Disclosure from the Disclosure and Barring Service. The application form will request full and complete information about employment history.

All applicants are required to disclose whether they have any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children.

Incorrectly completed application forms will not be considered.



You can send your application via:

Email to:  
[nmurray@marywebbschool.com](mailto:nmurray@marywebbschool.com)

Post to:  
Mrs N Murray  
PA to Headteacher  
Mary Webb School & Science  
College  
Pontesbury  
Shrewsbury  
Shropshire  
SY5 0TG