



Mary Webb School &
Science College



Candidate Information Pack

PA to Headteacher/Senior Administrator

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



Dear Applicant

Thank you for your interest in our vacancy for Personal Assistant to the Headteacher and Senior Administrator.

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 post of Headteacher's PA/Senior Administrator 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 to the Headteacher and senior leadership team, whilst assisting with the operational management of our admin team.

As PA to the Headteacher, you will provide vital administrative and organisational support, ensuring the smooth operation of the school's leadership team. You will act as the first point of contact for the Headteacher, managing their diary, correspondence, and key communications.

In your role as senior administrator, you will assist in the day-to-day running of the school office, be first point of contact for absent staff (including arranging teacher cover), and play a pivotal role in ensuring the school's operations run efficiently.

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

Job Title: PA to Headteacher/Senior Administrator

Hours: 37.5 hours per week

WPY: 50.15 (Term time, plus 5 PD days, plus 5 weeks in the school holidays)

Salary: Grade 8, SCP 19-22 (£16.10 - £16.93 per hour)

Contract Type: Permanent

Workplace: Mary Webb School

Start Date: September 2025

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 a PA to Headteacher/Senior Administrator to join our school. We are looking for a highly organised and motivated individual looking for a rewarding role in education. We are looking for someone who thrives in a dynamic environment where no two days are the same. They must be professional, discreet, and capable of handling sensitive information confidentially. Strong communication skills, both written and verbal, are essential. Experience in office administration and staff management is required, and proficiency in IT systems, including Microsoft Office and school-specific software, is desirable. Flexibility and adaptability in a fast-paced school setting are also key to being successful in the role.

Potential candidates are encouraged to contact Ellie Evans, School Business Manager (eevans@marywebbschool.com) for more information, and can arrange a visit to school. Visits to school are available on 28th July, 29th July and 12th August 2025. Further details and an application form are available on the school website. [Vacancies - Mary Webb School & Science College](#) 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 14th August 2025

Interviews to be held: Tuesday 19th August 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 +0.08. 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

Overall effectiveness	Good
The quality of education	Good
Behaviour and attitudes	Good
Personal development	Good
Leadership and management	Good
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

- Take a lead role in planning, development, design, organisation and monitoring of support systems/procedures/policies.
- Supervise, train and develop staff as appropriate and provide personal, administrative and organisational support.
- Liaise between managers/teaching staff and support staff.
- Hold regular team meetings with managed staff.
- Undertake recruitment/induction/appraisal/training/mentoring for other staff.
- Assist with first aid.
- Undertake reception duties and answer telephone enquiries as necessary.
- Organise school trips/events

Administration

- Take a lead role in the development and maintenance of record/information systems
- Provide detailed analysis and evaluation of data and produce detailed reports/information as required
- Produce, and respond to, complex correspondence as required
- Complete and submit complex forms
- Take notes at meetings
- Provide organisational and complex advisory personal support to other staff
- Provide organisational and complex advisory support to the Governing Body
- Be responsible for completion and submission of complex forms, returns etc., including those to outside agencies e.g. DfE
- Manage the administration of the payroll system

Resources

- Be responsible for the selection and management of resources, including management of expenditure within an agreed budget and regular audit of resources
- Take a lead role in the recruitment of support staff and in managing associated employment procedures
- Provide advice and guidance to staff and others on complex issues
- Undertake research and obtain information to inform decisions
- Manage service contracts
- Manage school licences and insurance
- Manage financial administration procedures, including the collection and recording of cash, uniform snack/ other 'shops' within the school

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"> NVQ Level 5, Business Degree or equivalent experience, or willingness to undertake this or similar qualification First Aid qualification 	Yes	Yes
Work or relevant experience	<ul style="list-style-type: none"> At least 5 years' experience working in a business environment within an educational setting or other relevant environment Excellent computer/keyboard skills Ability to plan and organise effectively Ability to take notes 	Yes Yes Yes Yes	
Knowledge and understanding	<ul style="list-style-type: none"> Excellent numeracy and literacy skills Working knowledge of relevant policies/codes of practice 	Yes Yes	
Skills and abilities	<ul style="list-style-type: none"> Willingness to participate in training and development opportunities Excellent ICT skills and willingness to update skills and undertake further training Ability to train, supervise and develop other staff Management skills Ability to interpret advice/statute and to devise policy/practice in light of these Ability to persuade, motivate, negotiate and influence Sufficiently fluent in spoken English to ensure effective performance in the role Ability to self-evaluate learning needs and actively seek learning opportunities 	Yes Yes Yes Yes Yes Yes Yes	Yes
Personal qualities	<ul style="list-style-type: none"> Excellent communication skills Ability to relate well to children and adults Ability to work well as part of a team Flexibility and reliability Ability to bring to the role, initiative, enthusiasm and commitment Ability to maintain confidentiality 	Yes Yes Yes Yes Yes Yes	
Special conditions	<ul style="list-style-type: none"> Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check. 		

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

The deadline for applications is 12 noon on Thursday 14th August 2025, and we will be interviewing on Tuesday 19th August. 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 why you wish to work within an educational environment and the skills and attributes you would bring to the post

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:
eevans@marywebbschool.com

or

Post to:
Ms E Evans
School Business Manager
Mary Webb School & Science College
Pontesbury
Shrewsbury
Shropshire
SY5 0TG

