



Mary Webb School &
Science College



CANDIDATE INFORMATION PACK

Administration Assistant

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



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www.marywebbschool.com

Advertisement



Administration Assistant



Permanent



Required October 2026

Mary Webb School and Science College is a thriving and highly regarded specialist science college, set in a stunning rural location just a few miles south of Shrewsbury. We are proud of our welcoming community, supportive staff team, and commitment to providing an excellent experience for both students and visitors.

We are seeking a friendly, organised and professional Administrative Assistant to join our successful administration team. This is a varied and rewarding role at the heart of the school, providing essential administrative support while also serving as one of the first points of contact for students, parents, staff and visitors. As part of our busy and dedicated team, you will play a key role in ensuring the smooth day-to-day running of the school office.

In return, we offer the opportunity to work in a supportive and friendly environment, making a meaningful contribution to the life of a successful and vibrant school community. The post is **37 hours per week** over 5 days, **term time only plus 3 PD days** and is Grade 5, scale point 6-7 (**£13.47-£13.69 per hour**, pay award pending).

Potential candidates are encouraged to contact the school to speak to the Head's PA / Office Manager, Mrs Sarah Lamplugh. Further details are available on the school website. The school does not accept CVs.

- **Closing date:** 9am Monday 21st September 2026
- **Interviews to be held:** Friday 25th September 2026

Job Description

Purpose of Post

- Under the direction / guidance of the Office Manager, provide general administrative support to the school.

Organisation

- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors.
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assist in arrangements for school trips, events etc.

Administration

- Provide general clerical/administrative support e.g. photocopying, filing, completing standard forms, responding to routine correspondence
- Maintain manual and computerised records/management information systems
- Produce lists/information/data as required e.g. student data
- Word-processing and other IT based tasks
- Take notes at meetings
- Sort and distribute mail
- Undertake administrative procedures, registers, school meals etc.
- Maintain and collate student reports

Resources

- Operate relevant equipment/IT packages (e.g. Word, Excel, databases, spreadsheets, Internet)
- Maintain stock and supplies, cataloguing and distributing as required
- Operate uniform/snack/other 'shops' within the school
- Provide general advice and guidance to staff, students and others

Job Description

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.

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.

Other Duties

- Any other duties that the Headteacher feels 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

Desirable

Qualifications:

- Good standard level of education.
- 5 GCSEs or equivalent, including English and Maths.
- NVQ Level 2 in administration or equivalent, or willingness to undertake this qualification.
- ***First Aid qualification.***

Work or relevant experience:

- General clerical/administrative work.
- Computer/keyboard skills.
- ***Experience of working in an educational setting or other relevant environment.***
- ***Ability to take notes.***

Knowledge and Understanding:

- Very good numeracy and literacy skills

Skills and Abilities (relevant to post):

- Willingness to participate in training and development opportunities.
- Very good ICT skills.
- Sufficiently fluent in spoken English to ensure effective performance in the role.

Personal Qualities:

- Good communication skills.
- Ability to relate well to children and adults.
- Ability to work well as part of a team.
- Flexibility and reliability.
- Ability to maintain confidentiality.

Special Conditions:

- 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:

[**Application Form**](#)

Or by visiting www.marywebbschool.com/vacancies

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:

- The guidance notes on the front cover.
- 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.
- 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.

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.

This 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.

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

You can send your application via:

Email to:
sarah.lamplugh@marywebbschool.com

Post to:
Mrs S Lamplugh
PA to Headteacher
Mary Webb School & Science College
Pontesbury
Shrewsbury
Shropshire
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