



Mary Webb School &  
Science College



# Candidate Information Pack

## Administration Assistant—Attendance

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





# Dear Applicant

Thank you for your interest in our vacancy for an administration assistant.

In this pack you will find the following information:

[Letter from the Headteacher](#)

[Information about the administration department](#)

[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 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. The administration team all work together within a large office in the school, which enables the school reception and school telephone to be covered 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 (Attendance)

Permanent

Required November 2025

The post is 37 hours per week, term time only plus 3 PD days and is Grade 5, scale point 6-7 (£13.05-£13.26 per hour, pay award pending).

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 Administrative Assistant – Attendance, to join our successful administration team. The role involves monitoring and maintaining accurate daily records of pupil attendance and lateness, following up promptly on absences and late arrivals via In-touch, telephone, or other appropriate means with guidance from relevant colleagues, checking on late pupils, and ensure all unexplained absences are investigated and accounted for, and seeking reasons through direct contact with home when necessary

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

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 Monday 29th September 2025

Interviews to be held: Week Commencing 29th September 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.

In our most recent examination results, the Attainment 8 score was 4.34. A standard pass (grade 4) was achieved by 61.2% of students in English and 68.2% in mathematics. Historically, the combined GCSE English and mathematics pass rate at grades 9–4 has consistently met or exceeded both national and local averages

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

## Purpose of Post

- The successful candidate will take responsibility for the day-to-day systems and processes relating to student attendance.

## 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.
- Liaison with EWO and parents

## 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/ICT 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 (Cont.)

## 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 /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

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Good standard level of education</li> <li>• 5 GCSEs or equivalent, including English and Maths</li> <li>• NVQ Level 2 in administration or equivalent, or willingness to undertake this qualification</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid qualification</li> </ul>
Work or relevant experience	<ul style="list-style-type: none"> <li>• General clerical/administrative work</li> <li>• Computer/keyboard skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an educational setting or other relevant environment</li> <li>• Ability to take notes</li> </ul>
Knowledge and Understanding	<ul style="list-style-type: none"> <li>• Very good numeracy and literacy skills</li> </ul>	
Skills and Abilities (relevant to post)	<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>	
Personal Qualities	<ul style="list-style-type: none"> <li>• Good 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> </ul>	
Special Conditions	<ul style="list-style-type: none"> <li>• Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check.</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 9am Monday 29th September 2025, and we will be interviewing week commencing 29th September 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:

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.

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 may not be considered.



You can send your application via:

Email to:

[sarah.lamplugh@marywebbschool.com](mailto:sarah.lamplugh@marywebbschool.com)

Post to:

Mrs S Lamplugh  
PA to Headteacher  
Mary Webb School & Science College  
Pontesbury  
Shrewsbury  
Shropshire  
SY5 0TG