



ST MARY'S SCHOOL, GERRARDS CROSS

Founded 1872 GSA Day School

Office Manager

February 2019

St Mary's School is a very special place to work, a place where staff are valued and supported. St Mary's promotes education of the highest quality for every pupil. This is an ideal opportunity to become a member of a dedicated team of teachers and support staff, in an environment where every pupil has the opportunity to thrive. We encourage our staff to achieve their ambitions, as we enable our students to achieve theirs.

We are looking to appoint an experienced Office Manager to lead our Office function; the successful candidate will enjoy a systematic approach to a varied administrative task load and will recognise the need for confidentiality.

The successful candidate will need to be:

- An effective communicator with excellent interpersonal skills
- Be able to work calmly in a busy school environment
- Be positive
- Well organised and able to use their initiative
- Hours of work typically 8.30am – 4.30pm (term time plus ten days in the holidays and staff inset days)

St Mary's is ideally placed for access to both the M25 and M40, with fast train services to Marylebone Station, London.

Closing date: 18th January at 9.00am

Interviews – w/c 21st January 2019

For further details and an application pack, please contact the school on headspa@st-marys.bucks.sch.uk or from our website www.stmarysschool.co.uk

St Mary's School is committed to safeguarding and promoting the welfare of children and young people in its recruitment and selection of job applicants. The school expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS and qualification check.