



ST MARY'S SCHOOL, GERRARDS CROSS

Founded 1872 GSA Day School

Site Assistant

Immediate Start

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 are looking to appoint a full-time assistant to the Site Manager. Working hours will be 9.00am to 5.00pm, full time. Some flexibility to provide cover or assist as required would be an advantage. The successful applicant would work alongside the Site Manager and Caretaker to both maintain the site and facilitate the smooth running of school activities. Duties to include:

- Room & Assembly set-up
- Escorting contractors on-site
- General maintenance
- Assist at major School Events

Applicants will need to be trustworthy, reliable, resourceful and committed to supporting the needs and values of the School. Previous experience not necessary but would be an advantage.

Closing date: Friday 12th November at 9.00am

Interviews – w/c 15th November 2021

Early applications are advised as the School reserves the right to appoint at any stage during the application process. Completed application forms and cover letters must be emailed to headspa@st-marys.bucks.sch.uk

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.