



St Mary's School  
Gerrards Cross

ST MARY'S SCHOOL, GERRARDS CROSS  
Founded 1872    GSA Day School    Girls 3-18

## **SITE ASSISTANT Full-Time Immediate Start**

St Mary's School is a very special place to work, a place where staff are valued and supported. St Mary's provides education of the highest quality for every student. This is an ideal opportunity to work with highly motivated students and inspiring and supportive colleagues in the pursuit of excellence. We offer relatively small class sizes and a strong community ethos. We encourage our staff to achieve their ambitions, as we enable our students to achieve theirs.

Applications are invited for the post of Site Assistant. We are looking to appoint a full-time assistant to the Site Supervisor. Working hours will be 9.00am to 5.00pm, full time. Some flexibility to provide cover to assist as required would be an advantage. The successful applicant would work alongside the Site Supervisor and Caretaker to both maintain the site and facilitate the smooth running of school activities. Duties to include, room and assembly set-up, escorting contractors on-site, general maintenance and to 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.

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

**Closing date: 9.00am Wednesday 31<sup>st</sup> August 2022**

Interviews: To be agreed.

Full details are available from the HR Administrator at [hradmin@st-marys.bucks.sch.uk](mailto:hradmin@st-marys.bucks.sch.uk) or from our website [www.stmarysschool.co.uk](http://www.stmarysschool.co.uk)

*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 [hradmin@st-marys.bucks.sch.uk](mailto:hradmin@st-marys.bucks.sch.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 and be willing to undergo checks with the Disclosure and Barring Service.***