



St Mary's School
Gerrards Cross

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

ASSISTANT TO THE BURSAR AND TO THE HEAD OF PREP
4 days a week
Term-time only
IMMEDIATE

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.

St Mary's School is looking for an experienced Administrator to support the school Bursar and the Prep Department. This is a varied role and will give you the opportunity to work within different departments within the school. We are looking for an enthusiastic and self-motivated School Administrator to take up an already established post for an immediate start. The ideal candidate will be reliable, honest, flexible and trustworthy and able to work in a busy environment with adults and children alike.

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 on Friday 9th February 2024

Interviews – W/C Monday 19th February 2024

For further details and an application pack, please contact the school on hadmin@st-marys.bucks.sch.uk or from our website 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 hadmin@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. The successful candidate will be subject to an enhanced DBS and qualification check.