St Mary's School
Gerrards Cross

Head's PA

April 2025

Term time plus 20 days

Flexibility to work from home in holidays.

This is an essential role at St Mary's, where our strong sense of community is one of our most cherished values. In this role you will provide an accurate, timely, flexible and confidential service to the Head, supporting a variety of administrative tasks to ensure the smooth running of the Head's daily activities. We're looking for someone with excellent communication and interpersonal skills with the ability to interact with people at all levels. As the main support to the Head, you'll need to be organised, efficient and reliable. Strong IT skills are essential, as is a sense of humour. No two days are the same and there is never a dull moment. In return, you will quickly become a valued member of a warm, welcoming and supportive community.

For further details and an application pack, please contact the school on hradmin@stmarysgx.co.uk or from our website www.stmarysschool.co.uk

Closing date: Friday 21st March 2025
Interviews – W/C Monday 24th March 2025

Early applications are advised as the School reserves the right to appoint at any stage during the application process.

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.