



St Mary's School
Gerrards Cross

ATTENDANCE OFFICER / RECEPTIONIST

SEPTEMBER 2025



You will be joining the school office team to monitor and report on whole-school attendance data, produce regular data reports to the DSL in order to analyse and identify key areas of concern. To work closely with the school office, pupils, staff, parents and carers to reduce levels of absence, and act appropriately when absence becomes a safeguarding issue. This is a significant role within the school where you will be an important part of the school office and admin team supporting all aspects of daily administration requirements. This is a term time only position.

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

Closing date: Wednesday 9th July 2025 at 9.00am

Interviews - W/c 14th July 2025

For further details and an application pack, please contact the school on hradmin@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.