



St Mary's School
Gerrards Cross

**School Trip Administrator /
Receptionist
Immediate
8am- 3:30pm (Tues, Wed & Fri)
Term Time Only**



St Mary's is a happy, welcoming school where every member of our community is valued. We are looking for a friendly, professional, and highly organised School Trip Administrator / Receptionist to join our busy school office and play a key role in the smooth running of our school.

This is a varied and rewarding position combining administration of school trips and visits, reception responsibilities and supporting the school office. We are looking for someone with excellent organisational and time management skills, who can remain calm under pressure and enjoys working with people.

Closing date: Thursday 16th October 2025

Interviews – W/C Monday 27th October 2025

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

For further details and an application pack, please contact the school on hadmin@stmarysgx.co.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.