St Mary's School
Gerrards Cross



Application Pack

Job Role: **School Trip Administrator & Receptionist (Full-time)**

Start Date: ASAP

Closing Date: Friday 4th December 2026

Interview Date: Wednesday 9th December 2026

Welcome from Head

St Mary's is a truly special place to work — from the moment you step though our doors, you experience the warmth of the community and the clear sense that each individual student is at the heart of all that we do. Every member of staff plays a vital role in helping our girls flourish and achieve her dreams and ambitions.

Our motto, *Embrace – Empower – Excel,* reflects not only our approach to educating girls, but also the professional culture we foster. We value individuality, encourage ambition, and create space for both students and staff to grow and excel.

Working at St Mary's means joining a team where collaboration, kindness, and high expectations go hand in hand. We offer opportunities for professional development, leadership and innovation, and we welcome applications from those who are excited to contribute to the life of a forward-thinking, dynamic school.

If you are looking to make a meaningful impact in a school that is dedicated to developing our girls and young women, then we want to hear from you.

Lars Fox, Head

About St Mary's School





St Mary's is an independent day school for girls aged 3-18 in the heart of Gerrards Cross, Buckinghamshire.

Founded in Paddington in 1872, the school moved to its present site in 1942. Class sizes average 16-18 and academic outcomes are excellent.

St Mary's School is warm friendly community where parents, staff, students, and governors work together to ensure that every student exceeds her potential whilst having the time of her life, making memories, and building skills to equip her to be successful through her future years.

Our students leave with the resilience to take on the next challenge, the ambition to follow their dreams and the confidence in themselves to go from success to success in their future careers. Through the pastoral and classroom support she has received at St Mary's, she knows her worth, who she is as an individual, and what she wants to go on to do.

Well-being and happiness of staff and students alike is at the heart of our success – a happy school is a successful school!

Joining St Mary's staff community, you would be welcomed into a supportive, close-knit community who can regularly be found spending lunch times in the Senior or Prep staff room, enjoying social time outside of school, competing in the teacher's relay, performing in the school orchestra or at an open mic event, and can even be caught on a space hopper on the lawn on the last day of term!

St Mary's School Values

St Mary's is committed to providing an excellent education in a caring, happy environment, where each girl develops self-confidence and exceeds her potential.

Staff and students, alike, are encouraged to find their own SMS Spirit by exploring our huge range of Co-Curricular activities to try new skills and meet new people, explore different learning or teaching techniques in small classes and make friends from Nursery right through to Sixth Form through our House System and whole school opportunities that brings.

Staff are supported in their roles through Department Heads, and SLT links, with wellbeing at the heart of staff satisfaction and the positive morale which we pride ourselves on. A comprehensive CPD programme allows for staff members to grow personally and professionally and broaden their skills in their specialist areas finding their very own SMS Spirit in their own individual ways.

Our whole school community operates under our Take Care acronym which ensures each individual reaches his or her potential in a supportive and challenging environment.





T – Team Work – we work together to ensure we achieve the best outcomes for our students, pastorally and academically, and that as a staff community we work in a supportive, collaborative caring team who have each other's backs.

A – Ambition – we go above and beyond in everything we do. We look for the WOW factor at every opportunity.

K – Kindness – through our ethos runs the theme of kindness. Everything our staff and students do should consider kindness first.

E – Enthusiasm – staff and students alike bring the energy and desire to succeed.

C – Curiosity – we always ask why.

A – Adventure – work should be exciting, satisfying and thrilling – we are spending time doing what we feel passionately about.

R – Resilience – we carry on in the face of challenge, and come out stronger and wiser.

E – Excellence – aim for the highest quality in all that we do.

Why Work at St Mary's?

- Competitive Salary
- Support staff pension scheme
- Fee Remission at St Mary's
- Subsidised staff socials
- Annual pay review





- Hot daily meal
- Use of fitness suite
- On-site parking if available
- Free annual flu vaccine
- Electric Car purchase Scheme
- Cycle to work Scheme

- Full staff induction in Term 1
- Staff buddy system
- Full training and development program
- Equal opportunities for all
- Well-being committee to share ideas



All staff share responsibility for promoting and safeguarding the welfare of our pupils and must adhere to, and comply with, the school's safeguarding and Child Protection Policy at all times.

The Role – School Trip Administrator & Receptionist

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. A central part of this role is the organisation and administration of school trips and visits. You will coordinate all aspects of trip planning — from collating proposal forms and arranging transport to preparing parent communication and trip packs. You will liaise with staff, parents, and the kitchen team to manage student and staff lunches, ensure consent forms are completed, keep accurate records, and support trip leaders in making sure every visit is safe, compliant, and runs smoothly.

You will be the welcoming face of St Mary's, greeting visitors with warmth, issuing visitor badges, and answering enquiries in a professional manner. You will handle internal/external calls and manage reception diary. Day-to-day office tasks will include formatting letters, managing the office inbox, photocopying/laminating, data entry, managing parcels and other administrative tasks as needed to support the office team.

We are looking for someone with excellent organisational and time management skills, who can remain calm under pressure and enjoys working with people. You will need to be able to work independently using your own initiative, as well as being a supportive member of a busy and collaborative office team. Strong communication skills, a professional telephone manner, and a high level of attention to detail are essential. Proficiency in Microsoft Word and Excel and recent administrative experience are required, and experience iSAMS/Inventry/Microsoft Office packages would be an advantage.

At St Mary's, safeguarding is at the heart of everything we do. All staff are committed to promoting the welfare of children and young people and ensuring they are protected from harm.



Main Duties

School Trip Administration	Liaise with the Trip Leader regarding all relevant communication to parents and staff.
	To create trip packs for all relevant stakeholders.
	Liaise with school kitchen and collate information on lunch orders for students and staff.
	To collate all information on bookings, transport, students and staff.
	To organise trip transport and ensure all relevant paperwork is collated, recorded and kept up-to-date.

Reception Duties	Welcoming Visitors, issuing visitor badges and answering enquiries in a professional manner.
	Handling internal/external calls and manage reception diary.
	Day-to-day tasks include formatting letters, managing the office inbox, photocopying/laminating, data entry, managing parcels and other administrative tasks as needed to support the office team.

School Office Duties	Supporting the school office on a daily basis with any necessary administration requirements.

Administrative Support for the DH (Academic)	Supporting the Deputy Head (Academic) with 1 hour of administrative support on each day in school.

Working with Parents /Carers	Build positive relations with parents/carers to encourage family involvement in their child's attendance.
	Ensure visitors are welcomed and provided with support where necessary, when they visit the school.

Main Duties

Professional Development	Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
	Take part in the school's appraisal procedures.

Safeguarding	Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
	Work with the SLT to promote the best interests of pupils, including sharing concerns where necessary.
	Promote the safeguarding of all pupils in the school.





Candidate Specification

Qualifications	GCSE or equivalent level, including at least a Grade C in English and Maths.
	Further education or qualifications related to office work.

Experience	Experience working in a school environment or other educational setting (advantageous)
	Experience working directly with pupils and parents (advantageous)
	Experience working collaboratively with colleagues.
	Administrative experience.

Knowledge and Skills	Good listening skills.
	Effective written and verbal communication skills.
	Ability to use IT systems and to conduct analysis and produce reports.
	Good knowledge of Excel and Word.
	Knowledge of Inventry and iSAMs would be useful.
	Ability to create good relationships with pupils, staff and parents.

Attributes	Willingness to provide the best possible opportunities for all pupils.
	Organised, proactive and self-motivated.
	Commitment to upholding and promoting the ethos and values of the school.
	Ability to work under pressure and prioritise effectively with good time management skills.
	Ability to maintain confidentiality at all times.
	Ability to work effectively as a team in the school office.
	Committed to safeguarding, equality, diversity and inclusion.

Safeguarding

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.



How to Apply

Please complete an application form on My New Term https://mynewterm.com/home

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

Interviews will take approximately three hours and will be held at the school. As part of the process, you will be given a tour of the school and attend a panel interview. You will also be asked to provide documentation confirming your identity and qualifications and a search of an online social media presence may also be conducted as part of due diligence checks.

There is no need to visit St Mary's before applying, as the school website contains plenty of information, photos and all the school's policies. All applications will be acknowledged and interview dates are provided below. References will be requested for all those invited to interview.

Closing date for applications: Friday 4th December 2026
Interview date: Wednesday 9th December 2026
Hours: 37.5, 8:30am – 4:30pm (Monday - Friday)
Working weeks: 35 weeks - Term Time plus inset days
Salary: £21,430 (£27,500 FTE)