St Mary's School
Gerrards Cross

School Trip Administrator & Receptionist

8 30am – 4 30pm, Monday - Friday
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: Friday 4th December 2026
Interviews: Wednesday 9th December 2026

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 hradmin@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.