



St Mary's School

Gerrards Cross



Application Pack

Job Role: Food and Nutrition Technician
Start Date: ASAP

Closing Date: 9:00am on Wednesday 30th
September 2026

Interview Date: W/C Monday 5th October 2026

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



Welcome from Head

St Mary's is a truly special place to work — from the moment you step through 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 students, 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 a 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

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 well-being 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
- Wellbeing 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 – Food & Nutrition Technician

We are seeking a dedicated and enthusiastic Food and Nutrition Technician to join our SMS community in Gerrards Cross. This is a fantastic opportunity to work in a supportive, collaborative environment within our Food and Nutrition Department, where students are encouraged to explore their culinary skills and creativity.

You will play a crucial role in ensuring lessons run smoothly, supporting teachers in preparing practical sessions, sourcing and organising ingredients, and maintaining equipment to a high standard. Your attention to detail and organisation will directly impact the delivery of engaging, high-quality food education — helping to inspire a lasting love of cooking and healthy eating among our pupils.

This hands-on role would suit someone with a genuine passion for food, a keen eye for detail, and a proactive approach to working in a busy educational environment. If you're organised, reliable, and excited to help shape the next generation of young creatives, we would love to hear from you.

This role is for 24 hours per week worked over 4 days as follows:

8:30am- 4:00pm – Monday

8:30am – 2:00pm – Wednesday

8:30am – 12:00pm – Thursday

8:30am – 4:00pm Friday





Main Duties

General day-to-day duties	To assist the Food and Nutrition Department in the preparation and maintenance of all materials and equipment necessary for the delivery of the curriculum.
	To help maintain sufficient stocks of materials, carrying out regular stock takes and ordering materials under the direction of the Head of Food and Nutrition.
	To assist with stock management, maintain and safely store consumable stock and re-ordering as necessary.
	To maintain a safe working environment in accordance with the school's health and safety policy.
	To assist with cleaning duties within the Food and Nutrition Department, keeping the areas tidy with an awareness of good food hygiene practices.
	To act at all times in accordance with the school's safeguarding policy. Ensuring the safeguarding of students at the school and recognising one's own role in liaison with the designate safeguarding team.
	To liaise with Head of Food and Nutrition regarding daily requirements.
	To check the cleanliness of equipment and organisation of cupboards, and if necessary undertake washing up/tidying up tasks.
	To assist with the maintenance of displays within Food and Nutrition and the occasional school trip as and when required.

During lessons	To assist in Food and Nutrition lessons where necessary.
	Being proactive during practical lessons to support students where necessary.

Additional Duties	To contribute to the safety policies of the school as directed by the Headmistress and to ensure that health and safety regulations are observed with the classroom and within the school in general.
	To take part in the training programmes provided by the school and agree to the process of professional reviews.
	To undertake any other particular duties, which may be reasonably assigned to you by the Head of Department or the Head from time to time.



Candidate Specification

Qualifications	GCSE English and Mathematics.
	Willingness to attend relevant training courses.

Knowledge and Skills	Experience in a Food environment or in a school or college desirable but not essential.
	Good planning and organisational skills.
	A willingness to develop new skills.
	The ability to prioritise and manage projects independently within a team environment.
	Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
	Good ICT skills.

Personal Behaviours	An interest and commitment to work with young people in a school environment is essential.
	Good interpersonal skills.
	Self-motivated
	A willingness to work flexibly and assist others when requested.
	Due to the nature of the role there is a requirement to carry out manual lifting from time to time.
	Ability to work under pressure, for example, there will be times when equipment/materials are required at short notice.



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 mynewterm <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 two 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. Interviews will include a tour. All applications will be acknowledged and interview dates are provided below. References will be requested for all those invited to interview.

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8:30am – 2:00pm – Wednesday

8:30am – 12:pm – Thursday

8:30am – 4:00pm Friday

Salary: £14,809 (£33,050 FTE)