



St Mary's School

Gerrards Cross



Application Pack

Job Role: **Attendance Officer /
Receptionist**

Start Date: September 2025

Closing Date: 9:00am on Wednesday 9th July 2025

Interview Date: W/c 14th July 2025



Welcome from Headmistress

St Mary's is quite simply a wonderful school. The experience of each individual student is at the heart of all that we do. Our warm and inspiring environment encompasses a supportive framework where our students, whether in Pre-Prep, Prep, Senior House or Sixth Form, are encouraged to take risks, be creative, think for themselves, learn to make good choices and to embrace a challenge.

All of our students are encouraged to aim for excellence in all of their pursuits, to be kind to each other and look for opportunities to make a difference in the wider world. Students here 'dream big' and we prepare our students for their future lives and careers to be compassionate, caring and confident young women.

The opportunities at St Mary's, including those for leadership and co-curricular activities, are wide ranging, the academic and pastoral focus unsurpassed and the ability to tailor your daughter's education unrivalled.

Please visit our website to give you a brief insight into our wonderful school. I do hope you will come and meet us to discuss this important role.

Mrs. Patricia Adams, Headmistress



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 – Attendance Officer / Receptionist

You will be joining the school office team to monitor and report on whole-school attendance data, produce regular data reports to SLT 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 according to our policy. This is a front-facing 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.





Main Duties

Attendance	Ensure daily attendance registers are accurate and complete, and follow up with staff members about any incomplete data.
	Keeping records of staff who have incomplete and inaccurate registers and following up accordingly with line managers.
	Follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school procedures. Initiate and oversee the administration of absence procedures, for example letters home, attendance clinics and engagement with local authorities/other external agencies and partners in conjunction with the DSL.
	Maintain accurate records of communications with parents/carers and relevant interventions.
	Maintain and refresh accurate parental records ensuring that there are two contacts held on iSAMs.
	Experience of using Invenity would be an advantage but not essential.

Monitoring and Reporting	Support in producing attendance reports for school leaders, identifying key statistics, reasons for absence and any patterns of concern
	Track attendance of vulnerable groups of pupils and share information with school leaders.
	Identify pupils that need additional support to improve their attendance and establish communications that offer support to enable students to improve attendance.
	Work with SLT to help review the school's attendance policy.
	Maintain accurate and up to date attendance records for all students accessing alternative provision, through engaging with each provision, and raising concerns where appropriate.



Main Duties

Reception Duties	Welcoming Visitors, issuing visitor badges and answering their enquiries.
	Answering incoming calls and transferring calls where appropriate.
	Taking phone messages.
	Retrieving messages from the answer phone.
	General filing, typing letters, photocopying and data entry.
	Supporting the school office on a daily basis with any necessary administration requirements.
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.
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.
	Be alert to when persistent absence becomes a safeguarding concern and early help may be required.
	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.
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Experience	Experience working in a school environment or other educational setting.
	Experience identifying interventions to raise attendance of pupils.
	Experience working directly with pupils and parents.
	Experience working collaboratively with colleagues.
	Experience analysing data and producing reports and identifying key insights.

Knowledge and Skills	Good listening skills.
	Effective written and verbal communication skills.
	Knowledge of the possible interventions to raise attendance.
	Ability to use IT systems and to conduct analysis and produce reports.
	Knowledge of Inventory and iSAMS would be useful.
	Good knowledge of Excel and Word.
	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 which can be obtained from the HR Administrator at hradmin@stmarysgx.co.uk or from our website www.stmarysschool.co.uk

Early applications are advised as the school reserves the right to appoint at any stage during the application process. Completed application forms and cover letters must be addressed to the Head and emailed to applications@stmarysgx.co.uk

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: 9:00am on Wednesday 9th July 2025

Interview date: W/c 14th July 2025

Hours: 8:30am – 1:00pm (term time only)

Salary: £11,283 Pro-Rata