



St. Mary's Preparatory School
A love of learning for life

School Administrator/Receptionist

Candidate Pack

Overview

St Mary's Prep are looking for a part time School Administrator/Receptionist to provide a welcoming and professional first point of contact for visitors, parents, and staff, while ensuring the smooth running of the school's reception and administrative functions. This role supports the Operations Manager and Senior Leadership Team with accurate, efficient, and timely administration.

Hours, Salary & Benefits

Hours: 20 hours per week, term time only, fixed term contract role.

Hours can be worked 4 hours x 5 days or 5 hours x 4 days per week.

Contract from January 26 until July 26.

Salary: £9,304.02 pa (rising to £9,685.02 pa from Easter 2026)

Benefits:

- Means tested staff discount
- 5% employer pension
- Complementary lunch during term time cooked on site by our inhouse chefs
- 20.5 days pro-rata paid holiday + bank holiday
- Access to the group's counselling scheme
- Personal accident at work cover
- Shopping discount card
- Access to fully funded apprenticeships
- Discretionary Christmas stand down
- Opportunities for career development within the Wishford group of schools

Application & Important Info

Applicants should complete the school's application form, which can be found [here](#), and submitted to the email on the form.

Applications can be submitted via TES - [Link here](#)

We only accept applications on The Wishford Education application form and the application should be accompanied by a covering letter, addressed to the Headteacher Mr Stephen Blundell, of no more than one page. Please do not send a CV.

The application is on a rolling basis, and interviews will take place at a time that is suitable for both you as the candidate and the School. We reserve the right to close the process at any time should a suitable candidate be found.

St Mary's Prep is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service and an online search on application.

Wishford Education is an equal opportunities employer and welcomes applications from all backgrounds. Appointments will be made solely on merit and will be made without regard to age, disability, gender, nationality, race, colour, ethnicity, or religion.

If you have any queries or would like further information, please do not hesitate to contact the School at info@stmarysprep.co.uk or on 01491 573118.

If you need any adjustments for the application or interview process please contact HR@Wishford.co.uk



Job Description

- Manage the reception area, greeting visitors and contractors professionally and ensuring security and safeguarding procedures are followed.
- Answer telephone calls promptly and handle general queries in a professional manner.
- Support prospective parent enquiries in the absence of the Admissions Manager.
- Maintain pupil attendance records, monitor registers, and produce attendance reports as required.
- Handle general school administration, including post, printing, and distribution of communications and pupil reports.
- Collect and record pupil data, including dietary and medical information, and ensure timely input into the MIS system.
- Provide administrative support for after-school and holiday club provision, including invoicing and registers.
- Assist with arrangements for educational visits, including bookings and preparation of paperwork.
- Provide administrative support to the Senior Leadership Team, including the Head, Operations Manager, Deputy Head, Finance Manager, DSL, and Head of Early Years.
- Liaise with the site team to maintain a tidy and well-stocked reception and communal areas.
- Act as the school's First Aid Coordinator.
- Operate flexibly within the Admin Team, supporting other duties as required.

Person Specification

Essential:

- Excellent people skills with a friendly and professional manner.
- Strong customer care awareness and telephone etiquette.
- High attention to detail and accuracy.
- Confident with IT and basic office software (Word, Excel, Outlook).
- Ability to plan, organise, and prioritise tasks effectively.
- Reliable, flexible, and able to work under pressure.
- Initiative and commitment to time-critical duties.
- Educated to GCSE level (Maths and English A*-C or equivalent).

Desirable:

- Experience in a reception or office administration role.
- Experience delivering excellent customer service.
- First Aid qualification.
- Customer Service training.
- Qualification in computer literacy (Word, Excel, Outlook).



Our Mindsets

We go together

We are stronger together, as one global schools' system and operate with our collective goals in mind. We show up for one another, collaborate widely and share generously.

We believe we can

We are driven and passionate about what we do. Determined learners, we progress fast by facing challenges and empower others to do the same. We take ownership of our responsibilities and always believe there is a way.

We stay ahead

We embrace change to stay ahead, whilst maintaining high-standards and best practice. We anticipate the future, not afraid to do things differently, so both our students and our business thrive today and tomorrow.

We share a growth mindset

We always consider the needs and perspectives of others. We are open to new ideas and ways of working, connecting to wider perspectives wherever possible.

St Mary's Prep

We have been at the centre of education in Henley for almost 100 years, helping generations of children to learn in a stimulating and inspiring environment. Situated in the heart of the town in a beautiful Victorian townhouse, our vibrant co-ed prep school provides an outstanding education for children aged 3 – 11 years.

Proud of our reputation for delivering academic excellence – the attainment of St. Mary's pupils is above national age-related expectations in all subjects, and our more able pupils are challenged and stretched with a range of classroom work and additional activities. Our pupils are well prepared to make the transition on to the next stage in their education, with children consistently receiving offers from their first choice of the most prestigious schools in the area, including scholarships and awards.

For more information please visit:

www.stmarysprep.co.uk

Wishford Education

Wishford Education is a leading provider of independent education in the UK. Our group includes independent prep and senior schools, nurseries and day and residential camps. Varied in character but united in ethos, our schools, nurseries and camps understand where the true value of an independent education lies, and provide high-quality learning, outstanding opportunities and a happy, caring environment in which children achieve amazing things.

Founded in 2011, the group currently comprises ten independent schools in Wiltshire, Gloucestershire, Berkshire, Buckinghamshire, Oxfordshire and Kent as well as two thriving day nurseries in Wiltshire, an international summer school and an activity camps business.

The group is growing and we expect a number of additional schools and nurseries to join us in the near future.

For more information on the Wishford Education group, please visit: www.wishford.co.uk