

Head of Pre School:
Michelle Truman

01628 627013
preschool@stmarys
preschoolmaidenhead.co.uk



St. Mary's Childcare Group
St Mary's Catholic Pre School
Cookham Road
Maidenhead
Berkshire
SL6 7EG

Vacancy - Office Administrator

St Mary's Childcare Group are looking for an Office Administrator for September 2025

20 hours per week

RBWM schools scale 2, point 3 £13.38 per hour paid 44.3 weeks per year
£11861 per annum at current pay rates

Responsibilities to include:

Admissions
Invoicing
Funding

Candidates must have experience in office applications (Excel) and experience with SAGE (preferred but not essential)

Please send a letter of interest to preschool@stmaryspreschoolmaidenhead.co.uk