

School Office Supervisor

Required for September 2025

We are excited to announce an opportunity for an **Office Supervisor** to join our vibrant and inspirational school community. As an independent girls' school in West London, we pride ourselves on our extensive grounds, diverse academic and extracurricular programs, and strong sense of community.

About the Role: The Office Supervisor will play a pivotal role in coordinating the administrative support at the heart of our school. This position offers a unique opportunity to work at the centre of a thriving school environment, ensuring smooth day-to-day operations and delivering an exceptional experience for students, staff, and visitors alike.

Key Responsibilities:

- Oversee the efficient running of the School Office, providing leadership and support to the administrative team.
- Manage and maintain the school Reception function, ensuring a professional and welcoming experience for all visitors.
- Provide administrative and organisational support to ensure the smooth running of the school's academic, pastoral and extracurricular programmes.

About You: We are seeking a resourceful, highly organised individual with a proactive approach and a strong ability to work collaboratively as part of a team. The ideal candidate will thrive in a dynamic environment, demonstrating excellent communication and problem-solving skills.

Why Join Us? You will have the opportunity to be a vital member of our supportive and inspiring community. This role is perfect for someone looking to make a meaningful impact in a school that values both personal and professional development.

About Us

St Augustine's Priory is set on 13 acres of beautiful grounds with magnificent views. We are a leading Catholic, independent day school for girls aged 3-18 (with boys in the Nursery). The four parts of the school (Pre-Preps, Preps, Seniors and Sixth Form) are located on the

same site.

We have been in Ealing, West London for over one hundred years and represent a continuity of expertise in educating women of the future. Our founders were exceptional, visionary women who strove to offer girls the best education possible, often in the most extraordinary of circumstances. We continue in this tradition and take great pride in the generations of staff and of families who continue to work and study here. Our examination results are outstanding, with exceptionally high value-added scores, and we pride ourselves on instilling in girls a love of learning and an alternative way of thinking.

We offer

- [Staff enjoy free lunches on the terrace overlooking the London skyline](#)
- [Competitive Salary](#)
- [Wellbeing committee](#)
- [Free parking including plug in charger points](#)
- [Half day paid birthday leave](#)
- [Tax-free cycle to work scheme](#)
- [Contributory employer's pension scheme](#)
- [An Employee Assistance Programme](#)
- [Chicken and Duck eggs available to purchase from our onsite school farm](#)

We are an inclusive and diverse workplace

We are fully committed to sustaining a positive and mutually supportive working environment free from harassment, discrimination, bullying and victimisation where staff can work collaboratively and productively together, and where all staff are equally valued and respected.

Through working collaboratively with Staff, Students, Parents, Volunteers and Governors we aim to remove barriers that you may face and promote equality of opportunity so that you can achieve your full potential at our School.

Application process

Early applications recommended, we reserve the right to interview and offer before the closing date.

Closing date for applications is: 12 noon 2 June 2025. interviews will take place w/c 2 June 2025, subject to change

If you haven't heard from us by this date your application has been unsuccessful.

Candidates should complete the St Augustine's Priory Application Form, available from <https://www.sapriory.com/admissions-process/staff-vacancies/> Please send via email to response@thelistuk.com

Candidates invited to interview will be offered a tour of the school and grounds and will meet key members of staff.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The School may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media account names/handles, as part of their application.

The safeguarding responsibilities of the post include:

Ensuring the protection of children from abuse, neglect, and exploitation, while also addressing broader issues that may endanger them, is crucial. This involves creating a safe environment in both the classroom and playground, encouraging good behaviour and discipline, and fostering positive relationships with students.

The post is exempt from the Rehabilitation of Offenders Act 1974. The School is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children."