



GAP ASSISTANT  
Candidate Information Pack

Telephone: 01206 572544    Email: [careers@stmaryscolchester.org.uk](mailto:careers@stmaryscolchester.org.uk)

Website: [www.stmaryscolchester.org.uk/vacancies](http://www.stmaryscolchester.org.uk/vacancies)

# Welcome

Dear Applicants,

Welcome to St Mary's School. We have been educating girls from Colchester and the surrounding areas since 1908 and as such have built a very strong reputation within our local community. Throughout this time the school has grown in size and is now located on two sites. The Senior School is close to the town centre whilst the Lower School and Kindergarten enjoy a more rural location.

St Mary's is a happy and thriving school and we are proud of each and every one of our pupils. We are proud of our diverse student population and we are passionate to create a team of staff reflective of this diversity.

This is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community.

**NICOLA GRIFFITHS**

Principal





## The school

St Mary's is an Independent day school in Colchester, Essex for girls age 3-16 and boys age 3-4.

The Lower School was ranked in the top 25 highest performing Preparatory Schools in England by the Sunday Times last year. Many girls achieve scholarships to senior school and we have an impressive 11+ pass rate for those who choose to sit the exam. We're able to achieve such success by tailoring the education to suit the needs of each individual in our small classes and by giving the girls the encouragement and support they need to aim high.

We are strong believers that success in life comes from more than just impressive exam results. At St Mary's we offer a brilliantly balanced education in order to develop exceptionally well-rounded individuals. With a huge variety of clubs, enrichment activities, music and drama productions, visits and international travel experiences on offer, there's ample opportunity to learn new skills and develop talents. There are numerous positions of responsibility available to the girls which help develop their leadership skills, and we foster team spirit through initiatives such as the School Council and School Houses.

For young people to thrive we firmly believe they must feel confident, relaxed and secure. Every child is known and understood and the girls feel comfortable challenging themselves and asking questions.

We believe in instilling the values of respect and courtesy, and through our charity and outreach work the students develop a strong sense of community. We are a leading Eco School and the students get a strong sense of caring for the environment as a result. As a global member of the Round Square Organisation, those who attend St Mary's benefit from our international links, which helps to broaden their horizons.

In this positive environment our young people develop the strength of character and the self-belief they need to make the very most of the life that lies ahead.



## Job description

Job title:	GAP Assistant (Fixed Term Contract for 2024-25)
Reporting to:	Assistant Head of Lower School (Pastoral)
Line management responsibility:	None
Hours:	Full-time, 8 hours a day, Monday - Friday. Start and finish times may vary due to school timetable, but working times will be between 8am and 6pm
Salary:	£14,310.40 pa
Benefits:	Pleasant working grounds and location Free refreshments available Staff discount for School fees (subject to qualifying criteria) Discounted gym membership Employee Assistance Programme Bike2Work Scheme

This is a Fixed Term Contract for the Summer Term 2024 with the potential for the role to be extended.

### The Role

In this role you will enrich the learning experience for pupils, particularly with Games and PE learning opportunities, and you will help with the day to day running of the School.

## Main Duties and Responsibilities

- Support Games and PE teaching in Kindergarten and Lower School
- Lead teams of children in coaching sessions
- Assist teachers in the delivery of lessons
- Assist at fixtures, including the umpiring of matches
- Dealing with children who have been injured and ensuring that they receive appropriate care from a qualified first aider.
- Support with the organisation and running of Sports Day in the Summer Term
- Accompany children on school trips including residential trips if necessary
- Offer clubs within the co-curricular offering after school
- Help with playground supervision and teaching playground games
- Help Teaching Assistants with their duties (e.g. backing boards for display, display work)
- Help to set up for Lower School events
- Help with House events during the school day, particularly inter-House Sports events
- Breaktime and lunchtime duties where necessary
- Provide support for after school care on some days during the week

## All staff are required to:

- Observe health and safety procedures and work safely at all times
- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact
- Conduct yourself with professionalism, tact and diplomacy at all times as a representative of the School

The above duties are not exhaustive as the post will also cover any other duties which may reasonably arise in connection with the position or at the request of the Principal.



# Person specification

(E) = Essential

(D) = Desirable

## Education/Qualifications/Skills/Knowledge

- Have a specialism in one of our core sports (Hockey or Netball) (D)
- Have a First Aid qualification, or be prepared to obtain one (E)

## Attitude/Personal qualities

- Good team working and communication skills (E)
- Ability to respect confidentiality and understand the importance of protecting data (E)
- Resourceful and self-directed, able to show initiative (E)
- Flexible in approach and willing to take on other duties as required (E)
- Able to prioritise own workload and to differentiate between tasks that are important and those which are urgent (E)
- Forward-thinking and proactive (E)
- Ability to support the School's Safeguarding Children policies and procedures (E)





# Application process

Closing date for applications: Wednesday 12th June 2024

Date of interviews: Week commencing 17th June 2024

An application form can be downloaded from the school website:  
[www.stmaryscolchester.org.uk/vacancies](http://www.stmaryscolchester.org.uk/vacancies)

Candidates should complete their application form and return it to Mrs M Terry, HR & Compliance Officer at:

Email: [careers@stmaryscolchester.org.uk](mailto:careers@stmaryscolchester.org.uk)

Post: St Mary's School, 91 Lexden Road, Colchester, Essex, CO3 3RB

## Safeguarding

St Mary's is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All candidates must be willing to undergo child protection screening.

Please visit [www.stmaryscolchester.org.uk/vacancies/](http://www.stmaryscolchester.org.uk/vacancies/) to read our Application & Recruitment process explanatory notes.

## Privacy notice

Please read our Privacy Notice for Job Candidates, which can be found at [www.stmaryscolchester.org.uk/vacancies/](http://www.stmaryscolchester.org.uk/vacancies/)

We respect your privacy and are committed to protecting your personal data. Our Privacy Notice will inform you as to how we look after personal data held by us and tell you about your privacy rights and how the law protects you. It is important that you read this Privacy Notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data so that you are fully aware of how and why we are using personal data. This Privacy Notice supplements the other notices and is not intended to override them.

