



# GAP Assistant (Senior School) Candidate Info 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.

The Senior Leadership Team at St Mary's is small and the positive and collective vision of the team has ensured the success of the school.

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

If you believe that you can rise to the broad and challenging expectations of the role and you have a genuine desire to work in an environment that has the needs of its students at heart, we look forward to hearing from you.

**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.

Our vision is to empower girls to thrive at school and beyond.

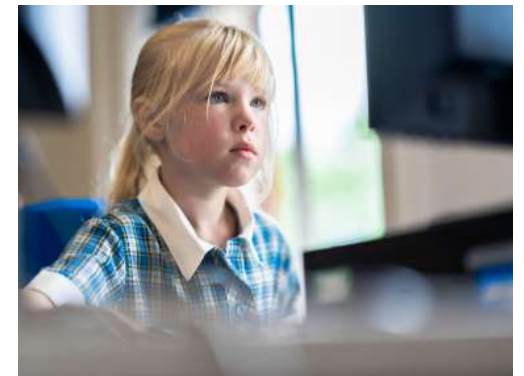
The Lower School was ranked 12th highest performing Preparatory Schools in England by the Sunday Times last year. Many girls achieve scholarships to senior school and we have an impressive 11+ pass rate for those who choose to sit the exam. At the Senior School, excellent GCSE results are achieved each year. 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 (Senior School) (Fixed Term Contract for 2025-2026)
Reporting to:	Assistant Head of Senior School (Academic)
Hours:	8 hours per day, Monday-Friday, Term-Time Only Start and finish times may vary due to school timetable, but working times are generally between 8am and 6pm
Salary:	£16,640 (18-20 year olds inclusive) / £20,317.44 (21 years old and above)
Benefits:	Pleasant working grounds and location Lunch available during term-time Staff discount for School fees (subject to qualifying criteria) Annual flu vaccination Discounted gym membership Employee Assistance Programme Beneden Healthcare (optional) Bike2Work Scheme

## Job Purpose

GAP Assistants are respected members of staff and are expected to show leadership qualities, be good role models to pupils and to develop appropriate relationships with both staff and pupils.

A GAP Assistant's timetable consists of time in various departments, assisting with teaching and learning, assisting with co-curricular activities such as sport, Duke of Edinburgh, as well as supporting school trips and activity weeks.

The departments that a GAP Assistant works in should be aligned with their strengths and interests, but they may be required to assist with others from time to time.

We are looking for a post A Level student or recent graduate in any discipline with a keen interest in sport and outdoor activities.

## Daily Requirements

- To assist in the classrooms and departments as directed by the Assistant Head of Senior School (Academic)
- To assist with sport sessions and, if possible, take responsibility for coaching teams as agreed with the Faculty Lead for Sport & Outdoor Education
- To organise and run extra-curricular activities as part of the enrichment programme
- To assist with administrative work, when required
- To assist in organising equipment for activities or lessons
- To help create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning
- To assist staff in creating displays and presentations around the school, as directed by the Assistant Heads
- To ensure that school policies are reflected in daily practice
- To perform school duties, including break and lunch supervision
- To assist with school events and productions
- To supervise pupils on visits, trips, and out of school activities as required, which may include staying overnight and after school activities, e.g. Duke of Edinburgh

## General Requirements

- Promoting and safeguarding the welfare of pupils
- Observe health and safety procedures and work safely at all times
- To be flexible in approach to the school day and week, undertaking different tasks as required
- Maintain high professional standards of attendance, punctuality, appearance and conduct
- Actively promote positive, courteous relations with pupils, parents, and colleagues
- Maintain good order and discipline among pupils and to support and contribute to the school's responsibility for safeguarding children
- Promote the good name and reputation of the school
- Adhere to school policies and procedures

## Miscellaneous

Candidates should note that all appointments are subject to a satisfactory medical disclosure, an enhanced check with the Disclosure and Barring Service and such other preemployment checks as school are required to complete.

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 specialist in one of our core sports (Netball or Basketball) (D)
- Have a first aid qualification, or be prepared to obtain one (E)
- Experience of Duke of Edinburgh (D)

## Personal Characteristics

- 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 workload and 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)
- Willingness to commit to the St Mary's ethos (E)







# Application process

Closing date for applications: 31st January 2025

Date of interviews: On a rolling basis

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

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore, employees will be expected to comply with any reasonable request from the Principal including ad hoc projects and to undertake work of a similar level that is not specified in the job description. The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job, commensurate with the grade and job title.

## 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.



St Mary's  
Colchester

