

MIDDAY ASSISTANT (SENIOR SCHOOL) Candidate Info Pack

Telephone: 01206 572544 Email: careers@stmaryscolchester.org.uk

Website: 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.

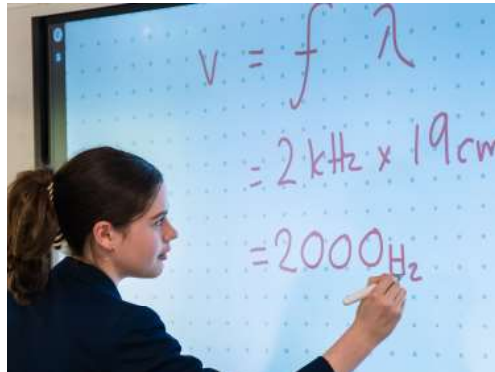
The Lower School was ranked 12th highest performing Preparatory Schools in England by the Sunday Times last year. Many girls achieve scholarships to senior school and we have an impressive 11+ pass rate for those who choose to sit the exam. At the Senior School, excellent GCSE results are achieved each 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:	Midday Assistant
Reporting to:	Principal through the Assistant Head of Senior School (Pastoral)
Hours:	Part time, up to 10 hours per week, term-time only
Salary:	£12.21 per hour

Overview

We are seeking an outstanding individual to act as part of a team, to supervise the girls in the Dining Room and around the school during the midday break between the morning and afternoon teaching sessions and to assist with the preparation of the dining room for lunch service.

Job Purpose

To supervise the timely execution of the lunch session, ensure that seating is available and monitor the lunch service for the girls.

The role will report to the Assistant Head (Pastoral) of Senior School and will involve liaison with the caretaking and catering staff, the teaching staff, and the pupils.

The successful applicant will have experience of working and communicating with children as well as basic First Aid knowledge, reading and writing skills.

The overall objective is to improve the efficiency of the lunch service and ensure the pupils enjoy their lunch in a safe and pleasant environment.

Key Responsibilities

Primary Duties

- To set up the dining hall ready for lunch service
- To assist pupils in selecting their meal and sitting in an appropriate place in the dining hall
- To clear tables when meals are finished and clear up any associated spillages
- To enforce any necessary sanctions for maintaining good order
- To carry out supervision of pupils at lunch breaktime around the school
- To administer basic first aid as required and to keep daily records of first aid administered, behaviour and sanctions employed, together with any other relevant records that may be needed
- To provide pastoral care, guidance and routine advice to pupils as appropriate to ensure their wellbeing
- To alert relevant teaching staff or the Assistant Head (Pastoral) of any concerns regarding an individual child or group of children

General

- To attend relevant training and meetings as required
- To respect confidentiality at all times
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To understand and apply school policies in relation to health, safety, welfare and behaviour of pupils
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- The duties above are neither exclusive nor exhaustive and the postholder may be required by the Head of the Lower School to carry out additional appropriate duties within the context of the job, skills and grade

The job description may be reviewed from time to time in light of changing circumstances and if it is necessary to amend, those concerned will be consulted.

There may be scope for hours to increase in the future.

Person specification

(E) = Essential
(D) = Desirable

Qualifications & Training

- Experience of working with or caring for children
- GCSE Maths or equivalent
- GCSE English or equivalent
- First Aid qualification

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Experience, Skills & Knowledge

- Manage a varied workload
- Excellent organisational skills
- Good level of IT literacy, including the use of Microsoft Office software & Outlook
- Advanced interpersonal skills and the ability to cultivate positive and effective relationships with all key stakeholders
- Ability to manage own time effectively, organise and prioritise work and the ability to respond quickly to unexpected changes in priority
- Well-developed verbal and written communication skills with good standards of literacy, spelling and grammar

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Personal Characteristics

- A high degree of professional judgement, common sense and initiative
- Understand and implement child protection procedures
- Basic understanding of Health & Safety
- Be prepared to develop and learn in the role
- The ability to be confidential
- Willingness to commit to the St Mary's School ethos

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Benefits

Employee Assistance Programme

Confidential 24-hour helpline
Counselling sessions
Wellness app

Meals and Refreshments

Lunch available during term-time
Tea and coffee facilities provided

Physical Health

Occupational health support
Annual flu vaccination
Discounted gym membership
Benenden Healthcare (optional)
Bike2Work Scheme

Professional Development

Staff discount for School fees (subject to qualifying criteria)
Financial coaching through the EAP
Regular benchmarking of salaries
Access to BlueLight Card and other discounts

Professional Development

Life and leadership coaching through the EAP
INSET training

Additional Benefits

Pleasant working grounds and location
Free parking on site



Application process

Closing date for applications: 4th July 2025

Date of interviews: On a rolling basis

An application form can be downloaded from the school website:
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
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/ 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/

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

