

After School Care/Club Co-Ordinator & Holiday Club (SMASH) Lead

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.

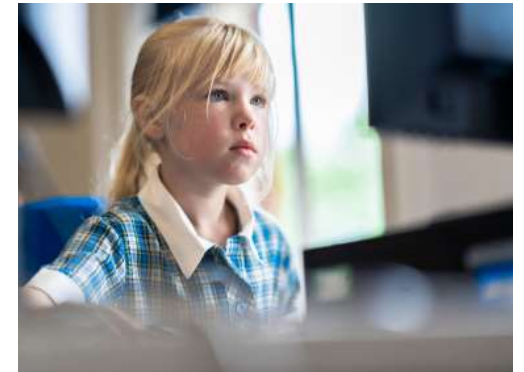
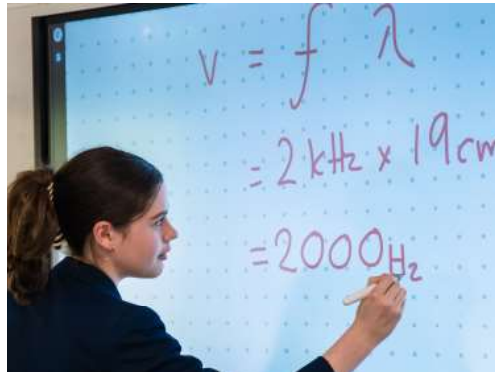
The Lower School was ranked 12th highest performing Preparatory Schools in England by the Sunday Times last year. Many girls achieve scholarships to senior school and we have an impressive 11+ pass rate for those who choose to sit the exam. At the Senior School, excellent GCSE results are achieved each 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: After School Care/Club Co-Ordinator & SMASH (St Mary's Activities in the School Holidays) Lead

Reporting to: Vice Principal

Hours: 3 hours a day, term-time only (0.3 FTE)
40 days per academic year SMASH Lead (8am - 4:30pm)

Salary: After School Care/Club Co-Ordinator: £30,000 - £31,500 (full time equivalent, dependent on experience)
SMASH Lead: £140 per day

After School Care/Club Co-Ordinator:

- To liaise with external providers to provide a cohesive programme of after school activities
- To liaise with the school office to ensure registers are up-to-date and all children are accounted for at the end of the school day
- To ensure there is a smooth transition for children from end of school day to clubs/after school care
- To ensure providers are kept up-to-date with the school calendar of events
- To manage the club programme termly ensuring high quality clubs are offered to the children

SMASH Lead

- To plan, organise and lead the holiday club provision for children ages 5-11 years.
- To manage the day-to-day coordination of holiday club activities, including registers, health and safety and risk management.
- To manage the costs of the holiday provision in-line with budget costs
- To have overall responsibility for all the children attending the SMASH holiday club ensuring their welfare needs are met at the same time as offering challenge and enjoyment.
- To be proactive in using initiative to ensure the welfare of the children whilst participating in activities and be responsible for making decisions in all situations.
- To ensure that activities are delivered effectively through the implementation of policies and procedures for provision in accordance with best practice, health and safety and safeguarding.
- To raise any safeguarding concerns with the Designated Safeguarding Officer in a timely manner.
- To be responsible for the administration of activities and for liaising with any external activity providers to ensure the welfare of all children are being met.
- Set and maintain appropriate rules for the children, in-line with school expectations of behaviour.
- To communicate effectively with staff and parents to ensure the welfare of all children attending the SMASH holiday club.
- To deliver great customer care in-line with school policy.

Other Duties

- To attend INSET training.
- To attend appropriate staff meetings, training, open days, and other events as required.
- To attend trips and residentials as required.
- To attend first aid training.

Other Information

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.

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, including checks with past employers and the Disclosure and Barring Service.

Person specification

(E) = Essential

(D) = Desirable

Qualifications/Knowledge

- Early Childhood Qualification ie Educated to NVQ Level 3 in learning support/early years, NNEB or equivalent qualifications/experience
- HTLA status
- Educated to at least GCSE Level with Grade C or above (or equivalent) including English and Maths
- Paediatric First Aid
- Basic knowledge of ICT to support leaning
- Forest School Level 2
- Experience of leading groups of children in activities
- An understanding and appreciation of the differing needs and abilities of children
- Experience of supervising other staff

Skills and Expertise

- Experience in KS1
- Experience in KS2
- Good understanding of the general aspect of child development
- Understanding and support the importance of physical and emotional well-being
- Ability to assess progress and performance
- Ability to communicate effectively with stakeholders
- Able to manage difficult situations, resolves conflict



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Personal Qualities

- Excellent organisational skills (E)
- Ability to remain calm under pressure and able to adapt to change quickly (E)
- Good customer service/can-do attitude (E)
- Ability be a team player and to work collaboratively with diverse range of professional colleagues (E)
- Self-motivated and able to work unsupervised (E)
- Flexible and adaptable (E)
- Willing & quick to learn new skills & procedures (E)
- A willingness to commit to a whole school ethos (E)
- Ability to manage own time effectively (E)

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: Wednesday 19th November 2025

Date of interviews: w/c 24th November 2025

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

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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

