



St Mary's School

Gerrards Cross



Application Pack

Job Role: Wrap-Around Care Supervisor
Term Time Only

Start Date: Monday 23rd February 2026

Closing Date: 9:00am Monday 9th February 2026

Interview Date: Thursday 12th February 2026



Welcome from The Head

St Mary's is a truly special place to work — from the moment you step through our doors, you experience the warmth of the community and the clear sense that each individual student is at the heart of all that we do. Every member of staff plays a vital role in helping our girls flourish and achieve her dreams and ambitions.

Our motto, *Embrace – Empower – Excel*, reflects not only our approach to educating girls, but also the professional culture we foster. We value individuality, encourage ambition, and create space for both students and staff to grow and excel.

Working at St Mary's means joining a team where collaboration, kindness, and high expectations go hand in hand. We offer opportunities for professional development, leadership and innovation, and we welcome applications from those who are excited to contribute to the life of a forward-thinking, dynamic school.

If you are looking to make a meaningful impact in a school that is dedicated to developing our girls and young women, then we want to hear from you.

Lars Fox

Head

About St Mary's School

St Mary's is an independent day school for girls aged 3-18 in the heart of Gerrards Cross, Buckinghamshire.

Founded in Paddington in 1872, the school moved to its present site in 1942. Class sizes average 16-18 and academic outcomes are excellent.

St Mary's School is a warm friendly community where parents, staff, students, and governors work together to ensure that every student exceeds her potential whilst having the time of her life, making memories, and building skills to equip her to be successful through her future years.

Our students leave with the resilience to take on the next challenge, the ambition to follow their dreams and the confidence in themselves to go from success to success in their future careers. Through the pastoral and classroom support she has received at St Mary's, she knows her worth, who she is as an individual, and what she wants to go on to do.

Well-being and happiness of staff and students alike is at the heart of our success — a happy school is a successful school!

Joining St Mary's staff community, you would be welcomed into a supportive, close-knit community who can regularly be found spending lunch times in the Senior or Prep staff room, enjoying social time outside of school, competing in the teacher's relay, performing in the school orchestra or at an open mic event, and can even be caught on a space hopper on the lawn on the last day of term!





St Mary's School Values

Mary's is committed to providing an excellent education in a caring, happy environment, where each girl develops self-confidence and exceeds her potential.

Both staff and students are inspired to discover their own SMS Spirit through a wide range of co-curricular activities, trying new skills, meeting new people, and exploring fresh approaches to learning and teaching in our small classes. Our House System and whole-school opportunities create a strong sense of community, fostering friendships from Nursery through to Sixth Form.

Staff are supported in their roles through Department Heads, and SLT links, with wellbeing at the heart of staff satisfaction and the positive morale which we pride ourselves on. A comprehensive CPD programme allows for staff members to grow personally and professionally and broaden their skills in their specialist areas finding their very own SMS Spirit in their own individual ways.

Our whole school community operates under our Take Care acronym which ensures each individual reaches his or her potential in a supportive and challenging environment.



T – Team Work – we work together to ensure we achieve the best outcomes for our students, pastorally and academically, and that as a staff community we work in a supportive, collaborative caring team who have each other's backs.

A – Ambition – we go above and beyond in everything we do. We look for the WOW factor at every opportunity.

K – Kindness – through our ethos runs the theme of kindness. Everything our staff and students do should consider kindness first.

E – Enthusiasm – staff and students alike bring the energy and desire to succeed.

C – Curiosity – we always ask why.

A – Adventure – work should be exciting, satisfying and thrilling – we are spending time doing what we feel passionate about.

R – Resilience – we carry on in the face of challenge, and come out stronger and wiser.

E – Excellence – aim for the highest quality in all that we do.



Why Work at St Mary's?

- Competitive Salary
- Support staff pension scheme
- Fee Remission at St Mary's
- Subsidised staff socials
- Annual pay review



- Hot daily meal
- Use of fitness suite
- On-site parking if available
- Free annual flu vaccine
- Electric Car purchase Scheme
- Cycle to work Scheme

- Full staff induction in Term 1
- Staff buddy system
- Full training and development program
- Equal opportunities for all
- Well-being committee to share ideas



All staff share responsibility for promoting and safeguarding the welfare of our pupils and must adhere to, and comply with, the school's safeguarding and Child Protection Policy at all times.



The Role Wrap-Around Care Supervisor

We have an exciting opportunity for a dynamic, enthusiastic individual to lead our afternoon wrap-around care in "The Hub" and become part of our vibrant, friendly Prep Department!

We're searching for someone extraordinary who is full of energy, warmth, and has a big friendly smile. You'll need to bring genuine warmth, a reassuring presence, have a magical knack for bringing stories to life in the most imaginative ways, and possess eagle-eyed skills for keeping tabs on children on the move. Having eyes in the back of your head will definitely help! Being comfortable with all kinds of messy adventures, whether squishy, sticky, or muddy, is a must. Most importantly, you'll bring a huge heart and a love for creating fun, joyful moments for children. If this sounds like you, we can't wait to meet you!

This role is perfect for someone who loves working with young people and wants to make a real difference in their day. Whether you're returning to the workplace or looking to explore a career in education, this is your chance to join a team that values creativity, energy, and care.

As the leader of our wrap-around care provision, you will create a safe, stimulating, and fun environment where children can thrive after school. You'll plan and deliver exciting age-appropriate activities that spark curiosity and joy, while championing safeguarding and working closely with our safeguarding leads to keep every child safe. Building strong relationships with pupils, parents, and staff will be at the heart of what you do, ensuring excellent communication and pastoral care.

You'll encourage positive behaviour and good manners, reflecting the ethos of our school, and take pride in maintaining a safe, tidy, and welcoming space. From organising outdoor play and snack time to promoting healthy habits and good hygiene, you'll help make afternoons at St Mary's a time children look forward to every day.

If you have experience working with children and a good understanding of safeguarding, that's a bonus, but most importantly, we're looking for someone who is motivated, caring, and ready to bring energy and creativity to the role. Join us and help make our wrap-around care an unforgettable part of the school day!

Supervision: The post holder will work under the general and specific direction of the Head of Prep.

Hours: 3.45pm – 6.15pm. Monday – Friday. Term Time Only

Salary: £16.50 per hour





Main Duties

- To take responsibility for safeguarding during wrap-around care provision and liaise with the School safeguarding leads regarding safeguarding matters.
- Attend regular safeguarding training provided by the school.
- Plan, help support and deliver a wide range of age appropriate activities.
- To ensure the highest levels of pastoral care for pupils.
- Registering children on arrival.
- Sign children out on departure.
- To provide outstanding communications with the Head of Prep and Prep staff.
- To have excellent communications with parents.
- Ensure high standard of pupil behaviour and manners are upheld at all times in line with the School's aims and ethos.
- Organise / supervise outdoor play, weather permitting.
- Organise / supervise snack time.
- Encourage good hygiene.
- Take responsibility for promoting a safe, orderly and tidy environment.
- To continually develop and improve the wrap-around care provision.





Candidate Specification

Qualifications	Early Years qualification at level 2/3 or above would be an advantage.
	A qualification in First Aid would be an advantage but not essential.
	Food hygiene training desirable but can be provided.
Knowledge and Skills	Previous experience in childcare would be an advantage.
	Strong knowledge and understanding of Safeguarding, Child Protection and the wider legislative requirements for working with children.
	Excellent planning and organisation skills.
	Ability to create a warm, welcoming and nurturing environment for children.
Attributes	Ability to build excellent relationships with children, parents and colleagues.
	Ability to work effectively and constructively as part of a team, supporting others.
	Ability to work independently, use own initiative and be proactive.
	Punctual and flexible.
	Friendly and approachable with a can-do mindset.
	Ability to adapt quickly and effectively to changing circumstances/situations.
	Committed to personal and professional development.
	A willingness to work flexibly and assist others when requested.



Safeguarding

St Mary's School is committed to safeguarding and promoting the welfare of children and young people in its recruitment and selection of job applicants. The school expects all staff and volunteers to share this commitment and be willing to undergo checks with the Disclosure and Barring Service.



How to Apply

Please complete an application form which can be obtained from the HR Administrator at hradmin@stmarysgx.co.uk or from our website www.stmarysschool.co.uk

Early applications are advised as the school reserves the right to appoint at any stage during the application process. Completed application forms and cover letters must be addressed to the Head and emailed to applications@stmarysgx.co.uk

Interviews will take approximately three hours and will be held at the school. As part of the process, you will be given a tour of the school and attend a panel interview. You will also be asked to provide documentation confirming your identity and qualifications and a search of an online social media presence may also be conducted as part of due diligence checks.

There is no need to visit St Mary's before applying, as the school website contains plenty of information, photos and all the school's policies. All applications will be acknowledged and interview dates are provided below. References will be requested for all those invited to interview.

Closing date for applications: 9th February 2026

Interview date: Thursday 12th February 2026

Hours: Monday to Friday (Term Time only) 3.45pm – 6.15pm.

Salary: £16.50 per hour