

Samuel Marsden Collegiate School

After School Care Coordinator – Term Time Only

Start Date: Term 1, 2026 (Tuesday 27 January)

Hours: Monday to Friday, 3:00pm–6:00pm (school term time only)

Location: Marsden Primary, Karori Campus

Reports to: Business Director

About the Role

Samuel Marsden Collegiate School is introducing an on-site After School Care programme from 2026, designed to provide a safe, engaging, and caring environment for our primary and Intermediate students at the end of the school day. We are seeking an enthusiastic and responsible After School Care Programme Lead to plan and supervise the daily programme.

The successful applicant will enjoy working with children, be able to create a fun and relaxed after-school environment, and ensure the safety and wellbeing of all participants. You may also occasionally be supported by Marsden or other senior student volunteers (e.g. Duke of Edinburgh service participants).

Key Responsibilities

- Plan and supervise daily activities that are fun, age-appropriate, and inclusive (indoor and outdoor play, crafts, games, homework support).
- Ensure the safety, wellbeing, and positive engagement of all children in attendance. Manage student attendance: sign children in and out and record attendance accurately.
- Communicate with parents and caregivers where necessary regarding pickups or student matters (Marsden will provide a mobile phone or similar for use during care hours).
- Assist in the preparation and organisation of afternoon tea for students, as required.
- Maintain the care space and ensure it is tidy and secure at the end of each session.
- Follow all Marsden policies relating to child safety, health and safety, and behaviour management.

Qualifications and Experience

- Previous experience working with children (e.g. in education, childcare, youth programmes, or recreation) preferred.
- Strong communication and organisational skills.
- Ability to build warm, positive relationships with students, families, and staff.
- Current First Aid Certificate (or willingness to obtain prior to start).
- A positive, hands-on approach and sense of fun!

Hours and Employment Terms

This is a part-time, term-time only role (no work during school holidays). The hours are 3:00pm–6:00pm, Monday to Friday. The position is paid hourly and reports to the Business Director.