



Advert (internal & external) Extended Schools Manager

Details	Extended Schools Manager (HR Form 501)
Salary	Scale 3/ 4 Point 5 FTE £27,030 - £29,139 (2023 values) Actual annual salary based on 33.75 hours per week, term time only from £21,223
Contract	Permanent & Part time 33.75 hours per week Term time only
Hours	<ul style="list-style-type: none"> ● Breakfast Club 8.75 hours per week 07:15 - 09:00 Monday to Friday ● After School Club up to 21 hours per week 14:30 - 18:30 Monday - Thursday 1.30pm - 6.30pm Friday. ● Club administration 4 hours per week to be spread across the week to meet the needs of the children and parents.
Role	Extended Schools Team Leader
Location	Manor Park Primary Academy
Closing Date	As applications are received Candidates are encouraged to submit their application forms as soon as possible. We reserve the right to withdraw this advert before the closing dates on appointment of a suitable candidate.
Start date	As soon as possible

An exciting opportunity has arisen for an extended schools Manager at [Manor Park Primary Academy](#) with operational knowledge of the extended care provision to lead our team.

LEO Academy Trust is looking for a caring and enthusiastic Manager who will be able to lead the extended services team. You will work as part of a team to create a fun, safe and inclusive environment for our wrap around care provision. You will manage the day to day sessions which will include a range of engaging activities.

You will:

- Need to use your initiative to work on your own, but also
- Enjoy working as part of a team.
- Contribute to the well-being and safeguarding of all the children and staff.

All candidates should apply by clicking [here](#) and should detail their application how you meet the aspects of the person specification for the role - please see the job description and person specification [here](#). You should describe your suitability against the person specification and ensure



that you cover all essential criteria (if not marked as essential, please assume all are essential), by providing evidence and examples of proven experience. We regret that we are unable to accept CVs.

We can offer you a range of benefits, which can be found on our website [here](#).

Informal conversations are welcomed; please contact the Trust's HR Team via recruitment@leoacademytrust.co.uk.

About Us

Please find out more about our Trust [here](#).

- LEO Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Please read about our commitment to safeguarding as well as other important information in our [Applicant guide](#).