**SCHOOL MANAGER**

**(Maternity cover to Sept 2022)**

**LGPS Grade 10**

Heyford Park School is looking to appoint a School Manager for maternity cover until September 2022.

The School Manager will be responsible for/manage the operation and delivery of day to day operations within the school; be responsible for/manage the planning, development and monitoring of support services.

The post-holder will manage other administrative and support staff, including those responsible for leading the Catering, Site and Lunchtime Supervision Teams.

To find out more and arrange an appointment to visit our school please contact Sarah Nickelson, Head of Primary, on 01869 232203 or email [snickelson@heyfordparkfreeschool.org](mailto:snickelson@heyfordparkfreeschool.org)

Closing date: Friday 3rd December 2021

Interviews: WC 6th December 2021

Applications must be made using the **EPA Application Form** which should be submitted along with Equal Opportunities and Personal statements by email to [recruitment@heyfordparkfreeschool.org](mailto:recruitment@heyfordparkfreeschool.org)

EPA Application Form and Job Description for this role can be found on our website under ‘Staff Vacancies’.

*The Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. Successful candidates will be required to undertake and receive a satisfactory Disclosure & Barring Service check as well as attending safeguarding training as part of this role.*