



Newton Leys

Primary School & Nursery

**Extended Care Manager - Range F (£25,481 - £29,577, pro rata)
To start January 2022**

**To work: Breakfast Club Monday to Friday 7.30am-8.30am term time only
(optional) - actual salary £2,900**

**Tea Club Monday to Friday 3.00pm to 6.00pm term time only
actual salary £8,697**

**Holiday Club daily 8.00am-5.00pm approx. 8 weeks per year
(which will include 4 weeks during the summer holidays)
Hourly rate £13.21**

Newton Leys Primary School opened in September 2016. We are a local authority school in the heart of the Newton Leys development, on the outskirts of Milton Keynes.

Local Parents and Carers rely upon on our friendly and caring Extended Care team to provide reliable onsite care from 7.30am to 6pm, throughout the year. We pride ourselves on the warm welcome we provide to every child, and the excellent facilities that we are able to offer them in school.

We are looking to appoint an Extended Care Manager who will be responsible for the smooth running of the school's extended care provision. You will manage a team of play workers, ensuring that staff ratios are maintained, and for planning exciting and varied Holiday Club programmes, suitable for children aged 3 – 11 years old.

Candidates will need to be at least Level 3 qualified (or working towards this qualification, training can be given to the right candidate), and have experience of working within a similar position. They must be able to demonstrate a proven ability to manage teams and resources, and have an excellent understanding of the rules and regulations surrounding Extended Care provision.

For more information and an application form, please visit our website www.newtonleysprimary.org or email your details to recruitment@newtonleysprimary.org.

Closing date: 12pm, 6 December 2021 Interviews: on application

Newton Leys Primary School is committed to safeguarding the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Appointment is subject to enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK) and/or criminal/police checks for all other countries inhabited (irrespective of whether they worked in those countries).