****Thorpedene Primary School

Extended School Deputy Manager

Little Pirates is an extended school service provided to pupils of Thorpedene along with pupils of local schools in the area, we run a breakfast and after school club along with a very successful school holiday club that caters for primary school age children from morning to evening.

The clubs run as follows:

Breakfast Club 7:30am to 9:00am (term time)

After School Club 3:15pm to 6:15pm (term time)

Holiday Club 7:30am to 6:15pm (daily during school holidays)

We are looking to appoint an enthusiastic and well organised Extended School Deputy Manager to join our friendly primary school, due to the success of the club we have created this new post for the right candidate.

Duties will include deputising in the managers’ absence

You will be required to work during the school holidays, including half terms and the summer holiday

The successful candidate will:

* Be honest, reliable, hard-working and able to use their own initiative.
* Have excellent organisation skills
* Be willing to undertake relevant training appropriate with the post
* Be of a happy disposition and willing to interact with the children
* Hold a valid level 3 (minimum) childcare qualification or equivalent.
* First Aid certificate desirable but will be provided.

The contract is for circa 20 to 25 hours per week, 52 weeks per year. The working pattern will be discussed and negotiated at interview. You will be entitled to 28 days paid holiday (which should be taken during term time) including bank holidays.

Salary: Level 5 £17,772 to £20,661 (pro rata) depending on experience.

Visits to the school are most welcome. For an application pack please contact Kelly O’Brien, 01702 582225 [fhr@thorpedene.southend.sch.uk](mailto:fhr@thorpedene.southend.sch.uk)

To arrange a visit please contact Karen Scanes the Extended School Manager directly on 07890 185735.

Closing date: Friday 11th January 2019

Interviews: week commencing 14th January 2019