



April 2018

Dear Applicant,

Deputy Extended Services Manager (Before School and Holiday Club)

12.5 hours per week, 52 weeks per year inclusive of 5 days INSET.

Salary grade: Band 4, SCP 21 - 25

Thank you for taking the time to consider joining Templemoor Infant and Nursery School as Deputy Extended Services Manager for our popular Breakfast Club and Holiday Club.

Templemoor is a happy, vibrant, over-subscribed infant and nursery school, with beautiful, extensive grounds located in Sale Moor, Trafford. The school runs its own highly regarded Out of School Club throughout the year known as 'The X Club'. The club provides for pupils aged 3 to 11 years from both Templemoor Infant and Nursery School and Moorlands Junior School. The demand for before school and holiday club provision has increased significantly over the last few years. We now require a Deputy Manager to work in close partnership with our Manager to ensure the Breakfast Club and Holiday Club provision continues to be a warm, welcoming and successful out of school care facility.

The Application Pack can be downloaded from our website at templemoorinfants.co.uk and consists of:

- This covering letter
- A Job Description and Person Specification
- Application Form
- Safeguarding Information Sheet
- Self-disclosure form
- Reference pro-forma (for information only)

The selection process is as follows:

STEP 1	The closing date for applications is at 12pm on Wednesday 9 th May 2018. Application Forms and Self-disclosure forms must be emailed to recruitment@templemoor.trafford.sch.uk and marked FAO The Headteacher or posted to the school address.
STEP 2	The recruitment panel, consisting of the Headteacher, Extended Services Manager and Chair of Governors will meet on Wednesday 9 th May 2018 to shortlist. Successful applicants will be contacted by email by the end of the day. Reference requests will be sent out. Unsuccessful applicants will not be contacted.
STEP 3	Interviews will take place on Friday 11 th May 2018. The interview will involve completing a short written task as well as being interviewed by a small group of children and an Interview Panel.

Please contact Mrs Beck (School Business Manager) on 0161 969 1622, or via email at recruitment@templemoor.trafford.sch.uk for further details. Visits to the school are highly recommended. Please telephone to make an appointment.

I wish you the very best of luck with your application.

Kind regards,



Stuart Hodgson
Headteacher

