



July 2018

Dear Applicant,

**Acting Deputy Extended Services Manager (After School and Holiday Club)**

21 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 Acting Deputy Extended Services Manager for our popular After School Club and Holiday Club. This post is for maternity cover commencing from September 2018 with a handover period of one month. It is anticipated that the position will last for 12 months.

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 After School 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](http://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)
- Privacy Notice for Job Applicants

The selection process is as follows:

STEP 1	The closing date for applications is at 12pm on Friday 7 <sup>th</sup> September 2018. Application Forms and Self-disclosure forms must be emailed to <a href="mailto:recruitment@templemoor.trafford.sch.uk">recruitment@templemoor.trafford.sch.uk</a> and marked FAO The Headteacher or posted to the school address.
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STEP 2	The recruitment panel, consisting of the Headteacher, Extended Services Manager and School Business Manager will meet on Friday 7 <sup>th</sup> September 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 Tuesday 11 <sup>th</sup> September 2018. The interview will involve completing a short written task as well as being interviewed by the Interview Panel.

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

Kind regards,



Stuart Hodgson  
Headteacher

