



Create brilliant before- and after-school experiences for children aged 3–11.

GRADE
NJC Scale SO1

HOURS
32.5hrs 7.30-11.00am and 3.00-6.00pm

REPORTS TO
School Business Manager &
Headteacher

Could this be you?

We are looking for an organised, creative and caring Extended School Manager to lead our breakfast and after-school club provision, deliver a high-quality and safe childcare service, and organise a varied programme of termly activity clubs.

WHAT YOU'LL DO

- Lead engaging, varied activities in a safe and caring environment.
- Provide high standards of care, including for children with special educational needs.
- Maintain safeguarding, first aid, hygiene, food and staff-ratio requirements.
- Manage registers, resources, food ordering, administration and club finances.
- Support the marketing and promotion of extended school provision.
- Line manage Breakfast and After School Club Workers as the service develops.

ACTIVITY CLUBS

- Work with school staff and external providers to create a termly list of varied activity clubs.
- Publicise clubs to parents and manage pupil allocations.
- Support appropriate costing and collection of monies.
- Help ensure every club is stimulating, safe, appropriate and well managed.

YOU'LL THRIVE IF YOU HAVE

- ✓ Experience working with children in an educational or playwork setting
- ✓ A relevant childcare qualification
- ✓ Excellent communication, organisation and customer service skills
- ✓ Creativity, flexibility and good numeracy
- ✓ Playwork Level 2 or above (desirable)

CARING • CREATIVE • ORGANISED • SAFEGUARDING-FOCUSED • FAMILY-FRIENDLY

MAKE A DIFFERENCE BEYOND THE CLASSROOM

Join a role where your leadership, creativity and care help children enjoy a safe, stimulating and welcoming extended school experience.

INTERESTED?

We'd love to hear from you call Tracie Gaspard-Kelchure School Business Manager or email to arrange a visit to discuss further 0207 607 4142/Tracie.Kelchure@draytonpark.islington.sch.uk

Closing Date Sunday 4th October 2026 at midnight.

Please refer to the full Job Description and Person Specification for complete details.