

“Our vision is for Fairfields to become the ‘beating heart of our community’ changing and adapting as our extended family grows; transforming individual dreams and aspirations into collaborative goals as we journey together toward excellence.”



Wraparound Club Manager for Breakfast Club

Start date ASAP

15 hours per week, Breakfast Club 7am – 10am

5 days per week, working 38 term weeks per year

Grade F (FTE 24,799 Pro Rata Annual £7,540)

(Option for additional hours for Fairfields Afterschool Club and Fairfields Holiday Club)

Fairfields Primary School is a new school at the heart of the developing community of Fairfields.

We are looking for a friendly and professional manager to lead our school’s out of hours care provision, who can passionately champion our school and its community.

We are looking for someone who:

- Will uphold our strong ethos; embracing an environment that is friendly, open and engaging.
- Will inspire play with young children and give them the very best start and end to their day.
- Is kind, funny, caring and fair.
- Will expect the highest of standards of themselves, our staff and children.
- Will contribute significantly to the school’s safeguarding of pupils.

Fairfields Primary School is passionate in providing an environment that enables children, staff and parents to flourish, develop and achieve. We are looking for a leader who shares this drive, is enthusiastic and equally motivated in promoting the vision and values of the school itself.

The successful candidate will:

- Delivering high quality care and safety for all children and be responsible for the management of the Out of School Club team.
- Build strong relationships with children and their parents.
- To ensure that Food provided is balanced and healthy.
- Participate in the short and long term planning of effective and creative play opportunities that are suitable for all children.
- Direct, initiate, and encourage other members of staff to deliver appropriate games and activities at all times.
- Carry out daily administration duties including record keeping, handling payments from parents and bookings through ParentPay, ensure policies and procedures are current and adhered to.

To be considered for this role you will have:

- Friendly disposition with empathy for individual children’s needs.
- Good interpersonal skills and excellent communication.
- Extensive experience and knowledge of childcare.
- Experience in leading and managing a team or group.
- Hardworking, flexible with a positive attitude and a sense of humour.
- Hold a Level 3 qualification in Play work, childcare or equivalent.

Paediatric First Aid would be beneficial although not essential as training will be provided

Please see the Job Description and Person Specification for the full requirements of this role.

We can offer you the opportunity to work in a friendly, dedicated and supportive team within a happy and caring school community. Successful candidates will have full access to our staff benefits package, including a bespoke CPD, discount on gym membership, cinema tickets, cycle to work scheme and much more.

Achieve together, step by step!

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As part of the ‘Inspiring Futures through Learning’ Multi Academy Trust (MAT), our objective is to build a school worthy of an outstanding reputation

We strongly advise you to visit our wonderful school. Please call the school office to arrange a tour.

If you would like to join our dynamic team, please download the application pack, complete the form in full and return by email to HR@fairfieldsprimary.co.uk ahead of the closing date. Alternatively, completed application forms can be posted to Kate Carter (Business Manager) Fairfields Primary School, Apollo Avenue, Fairfields, Milton Keynes MK11 4BA

Closing date: Friday 24th January 2020

Interview date: W/c 27th January 2020

Fairfields Primary School is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. All vacancies are subject to enhanced DBS disclosures. We are an equal opportunities employer.