

## **Wraparound Provision Manager Advert**

**Coleridge Primary School, North London**

**Start date: November 2025**

**Contract: 52 weeks, approx. 32.5 hours per week (Mon–Fri, 12pm–6:30pm)**

**Salary: PO2 SP31 – £44,685 (FTE, pro-rata)**

Coleridge Primary School, a vibrant, inclusive, and Ofsted Outstanding school in North London, is launching an exciting new in-house wraparound care service from January 2026. We are looking for an experienced, motivated, and business-minded Wraparound Provision Manager to lead this venture.

Starting in November 2025, you will oversee the transition of our existing wraparound provision to an in-house service, building on what's already in place and developing it further. You will manage breakfast club, after-school care, clubs, and holiday programmes, shaping a high-quality, affordable provision that embodies the ethos and outstanding standards of Coleridge, an exceptional opportunity to make your mark from day one.

### **About the Role**

As Wraparound Provision Manager, you will:

- Lead the operational set-up of the provision, including recruitment, procurement and booking systems.
- Oversee the smooth running of daily childcare, ensuring engaging activities and a safe, welcoming environment for children aged 4–11.
- Lead and support a team, fostering a motivated and inclusive culture.
- Manage bookings, payments and parent communication using the school's systems.
- Act as Designated Safeguarding Lead (or work closely with the school's DSL team).
- Ensure safeguarding, food hygiene, health and safety standards are met.
- Promote the service to families, monitor uptake and report to the school leadership team.

We are looking for someone who is:

- Strategic, organised, and solutions-focused.
- Experienced in leading, motivating, and developing teams.
- Confident managing bookings, systems, budgets, and operations.
- Business-minded, making decisions that drive growth and efficiency.
- Calm, approachable, and committed to safeguarding children

### **Why Join Us?**

- Thrive in a collaborative environment that celebrates innovation, creativity, and well-being.
- A unique opportunity to build and further develop our existing provision.
- Join a friendly, supportive team within a welcoming and inclusive school community.
- Be part of a diverse, and forward-thinking school where everyone is valued.
- Access professional development and training to grow your skills.

At Coleridge, we value diversity and are committed to creating an inclusive workplace. We welcome applications from candidates from under-represented groups.

### **Safeguarding Statement**

This post is subject to an enhanced DBS check and two satisfactory references. Coleridge Primary School is committed to safeguarding and promoting the welfare of children.

### **How to Apply**

Please visit our school website [www.coleridgeprimary.net](http://www.coleridgeprimary.net) for more details and to download an application form.

**Closing date:** Friday 3<sup>rd</sup> October

**Interviews:** Friday 10<sup>th</sup> October