

## JOB ADVERT

Job Title:	Extended Services Coordinator	Grade	Scale 6
Reports to	Headteacher	Hours	25 hours – term time + 5 weeks. (43 weeks)

We are seeking to appoint an organised, efficient and people orientated Extended Services Coordinator to join our Wrap around care team.

The role will start in September 2026.

If you think this is the role for you, we would love to hear from you.

We are a large primary school with a strong reputation for high standards, creativity and holding whole child at the heart of everything we do.

The successful candidate will be joining a thriving and creative school office team and welcome applications from underrepresented groups.

Our pupils are confident, expressive and inquisitive young people who enjoy learning. We are a highly committed and enthusiastic staff with high aspirations for ourselves and for our pupils.

### **The successful candidate will need to:**

Ability to work on own initiative with minimal supervision.

Ability to organise the day-to-day running of a special needs scheme and to devise an activity programme which is suitable for the needs of ASD children and young people.

### **Good communication skills**

- Ability to work and communicate well with children with ASD and understand their individual needs.
- Ability to co-ordinate and supervise teams of staff.
- Ability to lead play activities with enthusiasm and work as part of a team.
- Intermediate ICT skills
- Experience of **working with CYP with** challenging and complex behaviour
- Experience of working with CYP with ASD.
- Experience of staff training and **supervising** a team of staff
- Experience in **organising** play, leisure and sports related activities for CYP.

### **What we can offer**

- Well-motivated and extremely well-behaved children
- A school committed to inclusion & excellence
- An inspirational, highly motivating learning community
- Consistent high-quality support for your professional development
- An exciting, driven and dedicated staff team

- The opportunity to demonstrate your skills and develop your practice
- A supportive and ambitious leadership team
- A vibrant and continuously developing learning culture

### **Further information**

For further details please contact Jade Clark (Office Manager) on 020 8291 1250 or email [vacancies@kilmorie.lewisham.sch.uk](mailto:vacancies@kilmorie.lewisham.sch.uk).

An application pack can be downloaded from the school website: [www.kilmorieschool.co.uk](http://www.kilmorieschool.co.uk)

Kilmorie is fully committed to safeguarding and promoting the welfare of children and young people. We are exempt from the Rehabilitation of Offenders Act 1974. Therefore, the successful candidate will be required to undertake a criminal record check via the Disclosure and Barring Service (DBS) as well as qualifications and reference checks. Original evidence of right to work within the United Kingdom will be required prior to commencement of employment i.e. National Insurance Number, Work Permits or Indefinite Leave to Remain.

### **Closing date**

The closing date for applications is **Monday 29<sup>th</sup> June 2026**

Interviews will be held **w/b 6<sup>th</sup> July 2026**

### **CVs will not be accepted**

Please send completed application forms to [vacancies@Kilmorie.lewisham.sch.uk](mailto:vacancies@Kilmorie.lewisham.sch.uk) or by mail to Jade Clark (HR/Office Manager) in an envelope marked 'Private & Confidential'.

We regret we are only able to contact short-listed applicants.