



Warwick
Schools
Foundation



Information for Applicants

Job Title: Holiday Action Early Years Manager

To start September 1st 2026

Welcome from the Foundation Principal



Thank you for the interest you have shown in the role of Holiday Action Early Years Manager.

Our Foundation is unique. We are a large but united community, focused entirely on ensuring that the pupils in our care have the most exceptional of educational opportunities. All that we do has that mission at its heart. Working together, our aim is for our Foundation schools – individually and collectively – to be recognised as the most vibrant and exciting in the U.K.

We are seeking to appoint an Early Years Manager to help a busy and thriving Community Activities Department to maintain and develop their current school holiday provision.

I hope you are inspired by what you read and will want to join us, to play a key part in our exciting future.

Richard Nicholson MA (Oxon)
Foundation Principal



Our Facilities

Warwick Campus

Home to some 2,500 pupils aged 3–18, the 55-acre Campus boasts outstanding and cutting-edge facilities for our pupils. The campus has received significant investment over recent decades, including Warwick Hall, which was completed in 2016.

King's High School was also relocated from its historic town centre site in 2019 to join Warwick Preparatory School and Warwick School in a purpose-built home on one spacious, green campus. As part of this relocation, facilities were developed for all schools including:

- Enhanced sports facilities, including a 3G rugby pitch for Warwick School, five netball and six tennis courts.
- A series of pedestrianised Quads.
- A shared Sixth Form Centre for both Warwick and King's High School students to enjoy for shared curriculum enrichment and social activities.
- Improved play space for Warwick Preparatory School, including a nursery garden and 'forest school'.
- A shared Music School for the pupils of King's High and Warwick Preparatory School.

Leamington Campus

The Kingsley School is home to around 300 pupils. Situated in the centre of Leamington, the excellent facilities include the Prep School, Senior School, and a dedicated Sixth Form Centre. Twelve acres of playing fields are just a short drive away and include a pavilion and netball and tennis courts.

Investments over recent years have included a bright and welcoming new Learning Resource Centre, a modern and completely refurbished gym and a beautiful garden.



Job Description

Post Title:

Holiday Action Early Years Manager

Hours of Work:

7.75 hours per day during school holidays when available and required

Salary range

Point 29. £17.94ph plus £3.05 holiday pay

Location

On Site / Warwick Campus

Start Date

1st September or 19th October 2026

Reporting Lines

The post holder will report to the Activity Operations Manager

Purpose of this Job Description

The Foundation considers this document as a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

Responsibilities

Delivering and managing holiday activities for Early Years children (Nursery or Reception and Year 1) in accordance with the EYFS framework following the Holiday Action programme.

Directing EY staff throughout the day, following Foundation safeguarding policies and ensuring all children are safe and comfortable whilst on site.

Additional duties

- The post holder must comply with the Data Protection Act 1988, the Computer Misuse Act 1990 and all other policies as detailed on the Foundation Hub and in the staff handbook.
- To report any Health & Safety problems to the Health & Safety Manager.

Safeguarding and Protection of Children and Young Persons

In accordance with the Children’s Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an enhanced criminal record check from the Disclosure and Barring Service (DBS) and other pre-starter checks as required by the regulations governing the appointment of staff within education.

These checks will highlight cautions, reprimands, and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

All staff are required to adhere to the School Policy on safeguarding and undertake training as required and ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.

Health and Safety

As an employee you are expected to:

1. Take reasonable care of your own health and safety.
2. Take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don’t do during your work.
3. Co-operate with your employer, making sure you get proper training, and you understand and follow the company’s health and safety policies.
4. Not interfere with or misuse anything that’s been provided for your health, safety, or welfare.
5. Report any injuries, strains, or illnesses you suffer as a result of doing your job.
6. Tell your employer if something happens that might affect your ability to work (e.g., becoming pregnant or suffering an injury)
7. If you drive or operate machinery, to tell your employer if you take medication that makes you drowsy.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Competent English Language skills • Basic key skills • Good literacy and numeracy skills • NVQ3 or equivalent in Early Years • Recent experience working within a similar role • An understanding and awareness of SEN 	<ul style="list-style-type: none"> • First Aid trained • Basic Food Hygiene Certificate • Previous supervisory experience within an Early Years setting • Experience/awareness of Early Years education within an independent school setting
Experience/Knowledge	<ul style="list-style-type: none"> • Knowledge of the National Curriculum, especially the EYFS framework • Previous experience of working with a range of abilities within an Early Years setting 	<ul style="list-style-type: none"> • Previous experience of working with a range of abilities within an educational setting
Skills/Abilities	<ul style="list-style-type: none"> • To communicate clearly with children and staff in a supportive manner • To pastorally care for children • To deal calmly with parents in a polite manner • To support children in a range of activities • To deliver high quality activities 	<ul style="list-style-type: none"> • To be well organised and calm working under pressure
Personal attributes	<ul style="list-style-type: none"> • Ability to work as part of a team giving instruction to staff when required • Ability to support, encourage and build confidence and skills of children • Good interpersonal, organisational and communication skills • Ability to deal sensitively with children and parents • Ability to maintain the ethos of the school • Able to work under direction but to use initiative as the situation demands 	
Safeguarding Children, Young People and Vulnerable Adults	<ul style="list-style-type: none"> • Understands their role in the context of safeguarding children, young people, and vulnerable adults • Ability to form and maintain appropriate relationships and personal boundaries with children and young people 	
Equal Opportunities	<ul style="list-style-type: none"> • Understanding of the requirements of Equality and Diversity 	

Further Details

Working hours: Casual, however potentially 8.00am to 4.45pm

Working weeks: During school holidays when available and required

Pay Banding: Point 29. £17.94ph plus £3.05 holiday pay

Other benefits:

- Competitive contributory pension scheme – subject to legal requirements
- Employee Assistance Programme.
- Death in Service benefits.
- Free meals and refreshments provided during the working day.
- Free parking on site.
- A virtual GP and Physio service
- Access to a wide range of retail discounts
- Use of the Sports Complex for staff.
- A strong, supportive staff community.

Appointment Method

An interview will include questions about safeguarding children. The appointment will depend on satisfactory DBS clearance.

Warwick Schools Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any concerns should be reported in accordance with the Foundation's Child Protection policy.

Equality, Diversity and Inclusion

The Warwick Independent Schools Foundation is committed to promoting equality of opportunity for all pupils and staff, both current and prospective, and in this position, you will actively support an environment and workplace culture that values equality, diversity and inclusion.



Appointment Timetable

Completed applications should be submitted to hr@warwickschools.co.uk

Deadline for submission of applications (on the standard application form): **6th July 2026**

Interview date: 8th July 2026

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Warwick Independent Schools Foundation, a registered charity, number 1088057
A company limited by guarantee; Registered in England; company number 4252305
Registered office: Warwick School, Myton Road, Warwick CV34 6PP