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HT Mr Jon Moss

Hatherley Road
Cheltenham
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Dear Applicant,

Thank you for your interest in the role of Extend Manager here at Lakeside Primary School. This is a rare and exciting opportunity to shape something genuinely special at the heart of our school community.

From May 2026, Lakeside is bringing the wrap-around care offer in-house through our new, school-led provision: Extend. Extend will unite our breakfast club, after-school club, and established holiday camp under one cohesive vision and one dedicated team. This development marks an important new chapter for our school as we continue to strengthen the support we offer to families and enhance the richness of our pupils' school experience.

At Lakeside, we are proud of the environment we have created - one where children are safe, happy, and able to flourish academically and personally. Our school culture is shaped by our PROUD values:

- **P**olite, well-mannered and respectful
- **R**esilient and willing to learn from mistakes
- **O**pen-minded to new ideas & ways of working
- **U**nderstanding & accepting of others
- **D**etermined to be the best we can be

These values underpin everything we do, and Extend will be a vital extension of this ethos. We want our wrap-around care to feel unmistakably "Lakeside" - warm, inclusive, enriching, and thoughtfully led.

As the Extend Manager, you will play a pivotal role in bringing this vision to life. You will lead the strategic and day-to-day running of the entire provision: before-school, after-school and during holiday periods, ensuring that every child experiences high-quality, safe, engaging care that reflects the standards we uphold during the school day. The role blends operational leadership, team development, safeguarding, high-quality communication, and the creative design of enriching experiences for our pupils.

You will be supported closely by myself, our senior leadership team and our wider staff community, who work incredibly hard to create a caring, secure and inspiring environment where children can thrive.

We believe Extend has the potential to become a flagship part of our school - an area where innovation, child-centered practice and community collaboration come together. For the right person, this is not just a job: it is a chance to shape a brand-new provision from the ground up, influence its culture, and make a meaningful difference to hundreds of families.

If you share our passion for nurturing potential, inspiring confidence and motivating young minds through high-quality care and enrichment, we would be delighted to hear from you.

Thank you once again for your interest. I warmly encourage you to explore the recruitment pack further and to contact us if you would like to discuss the role or arrange a visit. Nothing captures the spirit of Lakeside better than seeing it in action.

Yours sincerely

Jon Moss | Head Teacher