

NEW OPPORTUNITY AT Olive AP Academy – Having

Outreach Coordinator

Salary: NJC range 26-30, Outer London Weighting

Contract: Full-time, term-time only

Start date: September 2025

We are seeking to appoint an outreach coordinator who will work closely with the assistant headteacher to develop, organise, and deliver our outreach programme. The successful candidate will coordinate the programme, including referrals, planning, and reporting. You will work closely with various stakeholders, both internal and external, to help improve the learning, progress, and behaviour of our pupils with a specific responsibility to be taken on based on the skill set of the successful candidate.

How to apply

The job pack, application form and details of how to apply can be found on our website: <https://oliveacademies.org.uk/outreach-coordinator> Please send your completed application form to Lisa Jobson, Office Manager: lisa.jobson@oliveacademies.org.uk

All contractors, volunteers or agency staff will be required to complete an OA application form which will be made available upon request.

Closing date: 9am, Monday, 30 June

Interview Date: Thursday, 3 July

Olive Academies is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. To this end, both an Enhanced Disclosure and Barring Service check and a Barred List check are required for this role. We particularly welcome applications from under-represented groups.