

Chelwood Nursery School

Chelwood Walk,
St Norbert Road,
Brockley
London
SE4 2QQ

Telephone: 020 7639 2514
Fax: 020 7635 8017
E-mail: admin@chelwood.lewisham.sch.uk



Headteacher: Nikki Oldhams B.Ed (Hons) M.A. NPQH

Dear Applicant,

Re: Early Years Extended Day Supervisor (After School Club) Temporary 1 year

Chelwood is seeking to appoint an **Extended Day Supervisor** to lead the extended day service **After School Club**, provision at Chelwood Nursery School.

We provide a Breakfast Club from 8 – 9am and an **After School Club, from 3- 6pm**, in Chelwood House, both operating daily during term time, for nursery age children attending the school.

Working with an Extended Day Assistant, the **Extended Day Supervisor** will be responsible for providing a welcoming and inclusive **After School Club** play environment, after the nursery school day.

The After School Club, will takes place in Chelwood House from 3 – 6pm, with Extended Day staff collecting children from their classes, providing a healthy snack tea, and a comforting play environment to help children wind down after a busy nursery day.

Chelwood is seeking to recruit and support an experienced **Early Years Educator / Nursery Nurse** with Level 3 CWDC 'full and relevant' qualification, for the EYFS, to take on the role of **Early Years Extended Day, After School Club Supervisor** to provide this service in line with the ethos of the school.

This post requires excellent interpersonal skills. Effective communication skills, flexible working, and a strong understanding of teamwork. You will need to be a team player, committed to working closely with young children and their families in a welcoming and inclusive environment.

Chelwood Nursery School is an equal opportunities employer. We welcome applications from all members of the community, regardless of gender, age, marital status, disability, ethnicity, religion, belief or sexual orientation.

Our school and local community is culturally diverse and we aim to ensure the school reflects and celebrates this diversity to ensure a welcoming, and inclusive environment within which

children and families can flourish. We have strong community links and work closely with organisations within our locality.

Chelwood is a designated National Teaching School, working in a strategic alliance with works closely with 5 other nursery schools in the South Thames Early Education Partnership. Collectively we are committed to developing and sharing good practice in the early years or education; training qualified teachers and providing high quality professional development and support across the early years sector.

If you feel inspired by the prospect of joining our school team we look forward to receiving your application. The application information is available on the school website at:

www.chelwood.lewisham.sch.uk

The application information available includes:

- a copy of the advert
- a job description and person specification
- Information about Lewisham as a Local Authority to work in:
<http://www.lewisham.gov.uk/mayorandcouncil/counciljobs/in-schools/Pages/Schools-and-teaching.aspx>
- Lewisham Council's Equal Opportunities Policy Statement:
<http://www.lewisham.gov.uk/mayorandcouncil/aboutthecouncil/equality-and-diversity/Pages/Comprehensive-Equality-Scheme.aspx>
- Council policy on the recruitment of ex-offenders is published here:
<http://www.lewisham.gov.uk/mayorandcouncil/counciljobs/applying/Pages/Recruiting-ex-offenders.aspx>
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- School child protection procedures are on the school website www.chelwood.lewisham.sch.uk
- Chelwood's most recent Ofsted report is available here: http://www.chelwood.lewisham.sch.uk/wp-content/uploads/2014/08/100668_5.pdf

When applying for this post please read the guidance in the advert about your personal statement.

- **CVs are not accepted**
- **Applicants must complete the Lewisham application form when applying for this post.**
- **Late or incomplete application forms will not be considered.**
- **Please ensure you address all the aspects of the person specification giving examples of how you meet the criteria.**

The advert contains all the key recruitment dates for this post, including the closing date, shortlisting arrangements and date planned for interviews.

Completed application forms **must be returned to the school by the deadline.**

Safeguarding

This school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

We operate stringent Safer Recruitment procedures in our Recruitment and Selection of staff and volunteers. **The successful candidate will be subject to an enhanced DBS check.**

Yours sincerely,

Nikki Oldhams

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Headteacher