

Chelwood Nursery School

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

Dear Applicant,

Re: Early Years Extended Day Supervisor for Chelwood's Breakfast and After School Club - Temporary 1 year

Chelwood is seeking to recruit and support an experienced and reliable **Level 3** with a 'full and relevant' qualification, for the EYFS, to take on the role of **Early Years Extended Day 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 and excellent time-keeping and reliability. You will need to be a team player, committed to working closely with young children and their families in a welcoming and inclusive environment.

The **Extended Day Supervisor** would lead the provision of **Breakfast Club** and/or **After School Club**, at Chelwood Nursery School.

We provide Breakfast Club from 8 – 9am and After School Club, from 3- 6pm, in Chelwood House. Both services operate 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 play environment, for either Breakfast Club or After School Club around the nursery school day.

These are two jobs that applicants could apply for separately, or as a combined role split across the day.

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

Check your Level 3 on our website: <http://www.chelwood.lewisham.sch.uk/about-us/recruitment/>

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>
- School child protection procedures are on the school website www.chelwood.lewisham.sch.uk

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
Headteacher