



Chelwood Nursery School

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

Telephone: 020 7639 2514

E-mail: admin@chelwood.lewisham.sch.uk

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

Dear Applicant,

Extended Day Services Supervisor

Chelwood is seeking to recruit and support an experienced Level 3 with a 'full and relevant' qualification for the EYFS, to take on the role of Chelwood's **Extended Day Services Supervisor**. This person will lead the extended day services including: Breakfast Club, After School Club, and they will establish the new Holiday Provision at Chelwood Nursery School during school holidays.

Contract

This will be an annualised contract working an average of 26 hours per week across the year. The 26 hours per week will be worked differently during term times and holidays. Below is how these hours will be worked.

Term time (39 weeks per year)

- Breakfast Hours - 1.5 hours per day, 7.45 – 9.15 am for 5 days per week.
- After School Hours - 3 hours per day, 3.00 - 6.00 pm for 5 days per week.

School holidays (13 weeks per year)

- Holiday Club - 8:30 – 16:00 (5 days per week)

The post will initially be filled on temporary one year contract with a view to review and extend at the end of the 12 months. **It is expected that annual leave will be taken when it causes least disruption to the service.** This will be negotiated with the Headteacher.

Our Service

We provide Breakfast Club for nursery children from 8:00 – 9:00 and After School Club, from 15:00 – 18:00 in Chelwood House. Both services operate daily during term time, for nursery age children attending the school.

This role will be instrumental in helping us to establish our Holiday Club provision, which will operate from 9:00 – 15:30 during school holidays.

This post requires excellent interpersonal skills, effective communication skills, flexible working, 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.

Check your Level 3 qualification is 'full and relevant for the EYFS' on our website:

<http://www.chelwood.lewisham.sch.uk/about-us/recruitment/>

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

Please send our application to: businessmanager@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:
<https://lewisham.referrals.selectminds.com/Schools/info/page2>
- Equality and Diversity in Lewisham
<https://lewisham.gov.uk/mayorandcouncil/counciljobs/applying/how-to-apply-for-a-job-with-us>
- Council policy on the recruitment of ex-offenders is published here:
<https://lewisham.gov.uk/mayorandcouncil/counciljobs/applying/our-policies-for-recruiting-ex-offenders-anddisclosure-of-criminal-records>
- School safeguarding and 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
Chelwood Nursery School
nikki@chelwood.lewisham.sch.uk