

## Chelwood Nursery School

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

Telephone: 020 7639 2514

E-mail: [admin@chelwood.lewisham.sch.uk](mailto:admin@chelwood.lewisham.sch.uk)

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

Dear Applicant,

### **Receptionist / Community Engagement Administrator SCN02 £22,608 pro rata**

Chelwood is seeking to recruit and support an experienced Receptionist / Community Engagement Administrator to join the Business Support Team of this Outstanding Maintained Nursery School. You will be integral to providing a welcoming and supportive reception to the school.

The successful applicant will be a team player who can work as part of a multidisciplinary team including teachers and support staff, governors, trustees and other partners, who are committed to working closely with young children and their families in a welcoming and inclusive environment.

This post requires good communication skills, efficient and flexible working, and a strong understanding of teamwork. The successful applicant would need to be well organised, enjoy a busy and varied working week.

Our school and local community is vibrant and culturally diverse and we aim to ensure the school workforce reflects and celebrates this diversity to ensure a welcoming, and inclusive environment within which children and families can flourish. Currently there are 18 cultures represented and 11 languages spoken by the school community. We have strong community links and work with many local partners.

### **Contract**

This will be an annualised contract working 30 hours per week, 39 weeks per year.

### **Qualification**

You will need an NVQ2 or equivalent qualification or experience in relevant discipline

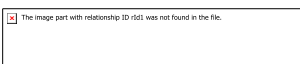
If you feel inspired by the prospect of joining our school team we look forward to receiving your application. The application information is available on the school website at:

[www.chelwood.lewisham.sch.uk](http://www.chelwood.lewisham.sch.uk)

Please send our application to: [businessmanager@chelwood.lewisham.sch.uk](mailto: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](http://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.

#### **Recruitment Key Dates:**

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

**Closing date:** Wednesday 7 July 2021 ~ 12 o'clock midday

**Short-listing:** Thursday 8 July 2021

**Interviews:** Thursday 15 July 2021

Short-listed candidates will be notified by phone and email and references will be taken up prior to interview for Safeguarding purposes.

Yours Sincerely

Amanda Furtado  
Deputy Headteacher  
Chelwood Nursery School  
[nikki@chelwood.lewisham.sch.uk](mailto:nikki@chelwood.lewisham.sch.uk)