

ADVERT



Receptionist / Community Engagement Administrator

Grade: SCN02

Pay range: £22,608 - £23,016 pro rata

Join Chelwood's amazing team

We are looking for an enthusiastic and organised person who has excellent communication skills to join our Business Support Team at Chelwood Nursery School.

Do you:

- Have a focus on customer service and experience dealing with a wide range of customers?
- Have a strong background in administration, preferably within a school environment?
- Have experience using social media platforms and websites to promote organisation?
- Have an interest in providing a caring and nurturing environment for nursery children and their families?
- Keen to be part of our Outstanding Chelwood Nursery School team?

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

All application information will be available on Lewisham Council website jobs in Schools section and on the school website: <http://www.chelwood.lewisham.sch.uk/about-us/recruitment/>

For more information please contact Chloe Welsh on 020 7639 2514 or email businessmanager@chelwood.lewisham.sch.uk

Chelwood Nursery School, Chelwood Walk, St Norbert Road, Brockley, SE4 2QQ

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