



Chelwood Nursery School

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

Telephone: 020 7639 2514

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

1 November 2022

Dear applicant

Re: Application for Early Years After School Club Assistant

Chelwood is seeking to recruit an enthusiastic and well organised Early Years Teaching Assistant (EYTA), to join our **After School Club**. You will be committed to providing a clean, safe, well-organised and stimulating environment in which our nursery children can play and learn.

Contract

This will be an annualised contract working **15 - 16 hours per week (negotiable), term time only**. The post will initially be filled on a temporary one year contract with a view to review and extend at the end of the 12 months.

You will need to be a team player, committed to working with young children and their families to support their children's learning, well-being and development in a welcoming, nurturing and inclusive environment.

This post requires excellent interpersonal skills, effective communication skills, flexible working, a strong understanding of teamwork and excellent time-keeping and reliability.

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.

Its important to us that you understand and buy-in to our ethos relating to 'encouraging positive behaviours in school', and we suggest you to read, digest and ask questions in relating to our [Behaviour Management Policy](#) which can be found on our website.

I hope this pack will give you a good insight into our school. You may wish to visit the school's website at www.chelwood.lewisham.sch.uk to see what an exciting place Chelwood is to play learn and work.

If you feel inspired by the prospect of joining our school team we look forward to receiving your application.

In addition to this letter, your application pack should contain :

- a copy of the advert
- a job description and person specification
- a Lewisham support staff application form

- 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 here:
<http://www.chelwood.lewisham.sch.uk/wp-content/uploads/2017/12/Child-Protection-and-Safeguarding-policy.pdf>
- Chelwood's most recent Ofsted report is available here:
<https://www.chelwood.lewisham.sch.uk/about-our-school/ofsted/>
- Guidance on applying for jobs with Lewisham Council including schools:
<http://www.lewisham.gov.uk/mayorandcouncil/counciljobs/applying/Pages/How-to-apply.aspx>

When applying for this post please read the application advice provided on the Lewisham Council website (weblink above).

Please note:

- CVs 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 Tuesday 29 November at 12:00.**

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.

When applying for this post please read the advice provided on the Lewisham Council website:
<http://www.lewisham.gov.uk/mayorandcouncil/counciljobs/applying/Pages/How-to-apply.aspx>

Recruitment Key Dates:

Closing date: Tuesday 29 November at 12:00

Shortlisting: Wednesday 30 November

Invitations to interview sent: Thursday 1 December 2022

Interviews: week beginning 5 December 2022

Yours Sincerely

Angelika Alleman

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Headteacher

Chelwood Nursery School

Headteacher@chelwood.lewisham.sch.uk