

Housekeeper for our Up to 3s' Nursery (for children from 6 months to 3 years) at Chichester Nursery School

Job Summary

Salary	WSCC Grade 1 (£15,014 FTE)
Location	Chichester Nursery School
Address	St James' Rd, Chichester, West Sussex, PO19 7AB
Website	www.chichesternursery.org
Email	office@chichesternursery.org
Telephone	01243 642959
Required from	June/July 2018
Contract	Permanent, 50.3 weeks per year, 17.75 hours per week

An opportunity has arisen for us to employ a housekeeper on Thursdays and Fridays in our Up to 3s' Nursery for children from 6 months to 3 years.

The role involves setting tables and clearing away after mealtimes and the preparation of food for breakfast, lunch, tea and snack times. Lunches are provided by Chartwells and are reheated rather than being prepared from scratch. In addition, the post holder will undertake a range of other domestic duties and manage the laundry for the setting.

The working hours will be from 7.45 to 5.45 on Thursdays and 7.45 to 5.00 on Friday. This is a total of 17 hours and 45 minutes per week (once an unpaid lunch break of 45 minutes per day has been deducted) to be paid at WSCC Grade 1. The post is all year round with shut down weeks at the end of August and over the Christmas period.

Applicants will be confident, reliable, adaptable and committed. They will have high standards of hygiene, and realise the importance of this when working in an environment with such young children, and be able to work at pace whilst not cutting corners.

This role might suit someone who has a childcare qualification, making them suitable for bank work on the Nursery floor in the case of staff absence and illness, but this is not an essential requirement for the post.

In line with our commitment to safeguard and promote the welfare of children, the post is subject to enhanced DBS clearance checks. In addition, health checks will be carried out and references will be taken up prior to interview.

Only applications submitted on the WSCC (non-teaching post) application form will be considered. CVs alone will not be considered. Application packs are available from the school.

Visits to the School are most welcome.

Closing date for applications will be: Thursday 10th May

Interviews will take place on: Wednesday 16th May