



# Matthews Hall

Established 1918

## JOB POSTING

Date: November 2022

Located in the beautiful Forest City, Matthews Hall is a longstanding, co-educational PK to Grade 8 school founded in 1918 in London, Ontario. Our School offers a competitive remuneration package commensurate with experience and qualifications and is a member of the Ontario Teachers' Pension Plan (OTPP).

**POSITION:** SUPERVISOR - PRESCHOOL

**START DATE:** Immediately

### DESCRIPTION:

Matthews Hall is establishing a licensed child care centre on our well-appointed and newly renovated campus in Southwest London. We are seeking a motivated and experienced Supervisor who will play a vital role in the management and growth of our new program, which is in the process of licensing for preschool-age children. The Supervisor must demonstrate proficiency in understanding Ministry of Education licensing standards, daily administrative tasks, liaising with parents and children, strong management skills, and ensuring the highest standard of care is maintained. The Supervisor is responsible for providing Preschool leadership in keeping with the philosophy and vision of Matthews Hall.

Please see our website for more details about our 105 year-old school ([www.matthewshall.ca](http://www.matthewshall.ca))

The successful candidate MUST HAVE:

- An ECE Diploma and be a member in good standing with the College of ECEs
- 1-2 years' experience working in a Supervisor/Administrative role in a licensed daycare
- Current First Aid/CPR Certification
- Police Reference Check
- Detailed knowledge of the CCEYA, Public Health and Fire Safety Standards
- Experience working with Toddlers and Preschoolers
- Excellent communication skills (written and oral), interpersonal skills, and presentation skills
- Strong computer skills
- Strong leadership and organizational skills
- Critical thinking and problem solving skills

We are an equal opportunity employer and consider all qualified applicants equally without regard to race, colour, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.

Please submit a covering letter, résumé, and references electronically as a single PDF to:

**Mr. Ric Anderson**

Head of School

Matthews Hall

1370 Oxford Street West,

London, ON N6H 1W2

**[employment@matthewshall.ca](mailto:employment@matthewshall.ca)**

Our recruitment process will continue until the position is successfully filled.

*We thank all applicants.*

*However, only those selected for an interview will be contacted.*

*Please no phone calls or email inquiries.*