

**Updated: Monday,  
May 15, 2017**

## **Welcome to Childcare Employment Voluntary and Apprenticeship Vacancies in Buckinghamshire**

### **Applying For Vacancies**

The vacancies within this bulletin are correct at the time this document is updated. If you are interested in applying for any of the vacancies listed, please use the contact details given within the advert, they are setting details.

### **Advice and Guidance**

If you wish to discuss any aspect of working, training or volunteering in childcare, please telephone the Team on 01296 387111.

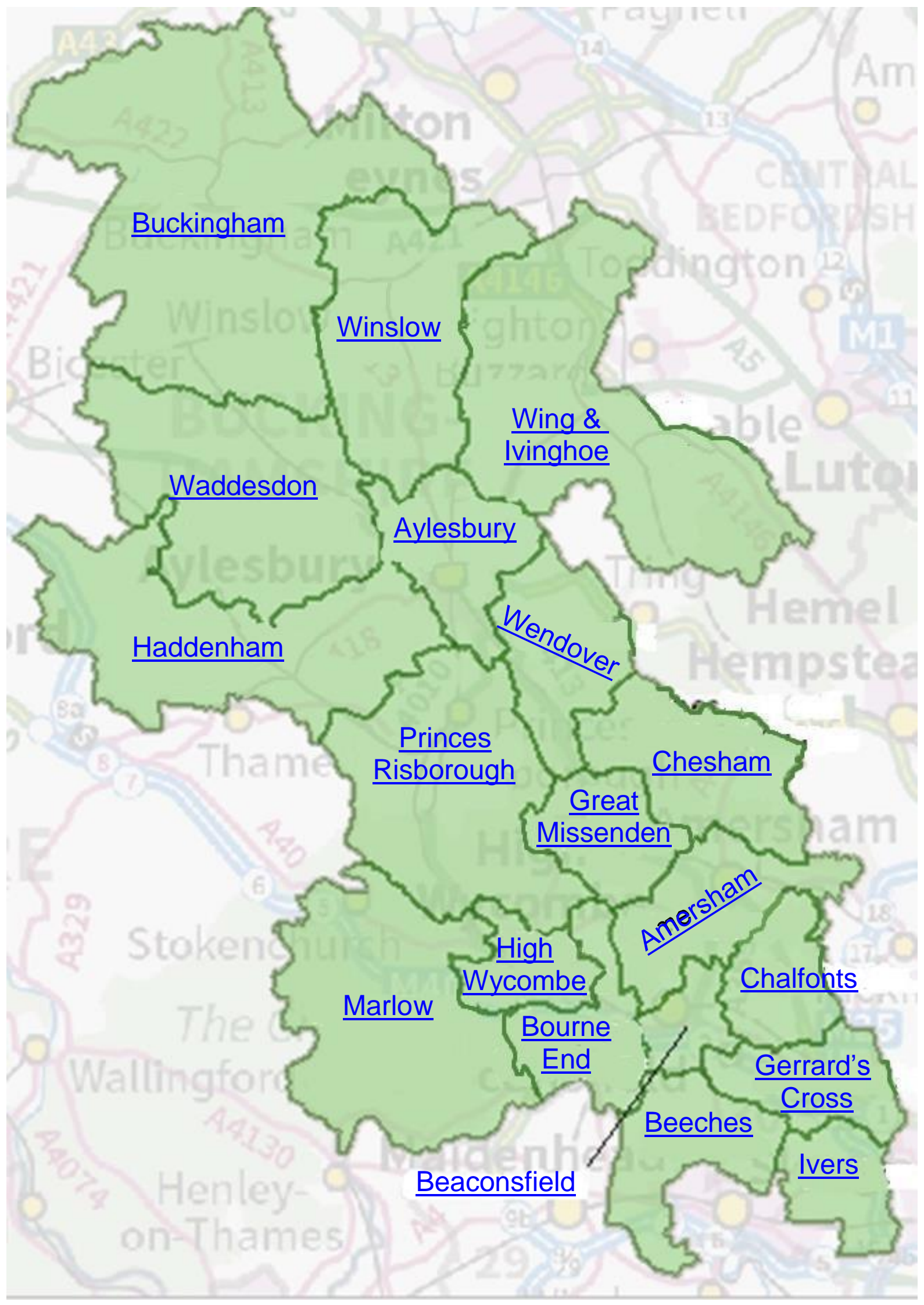
### **Want to Advertise?**

If you have an opportunity in childcare you wish to appear in this bulletin, please email [eydcp@buckscc.gov.uk](mailto:eydcp@buckscc.gov.uk)

**To be directed back to the Early Years & Childcare careers information webpage  
[please click here](#)**

**Commitment to safeguarding and promoting the welfare of children is expected of all staff and volunteers in the sector. An enhanced DBS and qualifications checks will be carried out upon appointment of the successful candidate.**





Buckingham

Winslow

Wing & Ivinghoe

Waddesdon

Aylesbury

Haddenham

Wendover

Princes Risborough

Chesham

Great Missenden

Amersham

High Wycombe

Chalfonts

Marlow

Bourne End

Gerrard's Cross

Beeches

Beaconsfield

Ivers

<b>Date Loaded</b>	<b>Job Role</b>	<b>Setting</b>	<b>Area</b>	<b>Closing Date</b>
02/05/2017	Early Years Educator	Bowerdean Nursery School	<a href="#">High Wycombe</a>	10/05/2017
19/04/2017	Pre-School Manager	Rainbow Pre-School Aylesbury	<a href="#">Aylesbury</a>	12/05/2017
25/04/2017	Term Time Deputy & Keyworker	Teddy Bears Playgroup	<a href="#">Chalfonts</a>	12/05/2017
02/05/2017	Deputy Supervisor	St Mary's Pre-school	<a href="#">Princes</a>	19/05/2017
02/05/2017	Pre-school Assistant – One Years Maternity Cover	St Mary's Pre-school	<a href="#">Princes</a>	19/05/2017
25/04/2017	Early Years Practitioner (Level 2 and above)	Medmenham Early Years	<a href="#">Marlow</a>	19/05/2017
10/05/2017	Nursery Nurse	Home Farm Day Nursery	<a href="#">Winslow</a>	26/05/2017
08/05/2017	Nursery Nurse	Home Farm Day Nursery	<a href="#">Winslow</a>	26/05/2017
04/05/2017	Pre-school Assistant/Pre-school Practitioner	Micklefield Pre-school	<a href="#">HighWycombe</a>	26/05/2017
04/05/2017	Senior Room Manager	Busy Bees Day Nursery	<a href="#">HighWycombe</a>	26/05/2017
24/03/2017	Playworker	John Hampden Out of School Care	<a href="#">Wendover</a>	26/05/2017
02/05/2017	Nursery Nurse	Daybreak Nurseries	<a href="#">Amersham</a>	28/05/2017
27/04/2017	EYFS Practitioner	Bledlow Pre-school	<a href="#">Princes</a>	31/05/2017
04/05/2017	Senior Nursery Nurse	Nuffy Bear Day Nursery	<a href="#">Beeches</a>	31/05/2017
13/04/2017	Nursery Cook/Housekeeper	New Beginnings Nursery	<a href="#">Bourne End</a>	31/05/2017
07/03/2017	Nursery Nurse (Level 2 & 3 upwards)	Poppies Day Nursery	<a href="#">High Wycombe</a>	31/05/2017
07/03/2017	Nursery Nurse (Level 2 & 3 upwards)	Poppies Day Nursery	<a href="#">Beaconsfield</a>	31/05/2017
07/03/2017	Nursery Nurse (Level 2 & 3 upwards)	Poppies Day Nursery	<a href="#">Marlow</a>	31/05/2017
07/03/2017	Nursery Nurse (Level 2 & 3 upwards)	Poppies Day Nursery	<a href="#">Bourne End</a>	31/05/2017
10/05/2017	Pre-school Manager	Gawcott Pre-school	<a href="#">Buckingham</a>	02/06/2017
25/04/2017	Pre-school Assistant	Marlow Bottom Pre-school Charitable Incorporated Organisation	<a href="#">Marlow</a>	02/06/2017
13/07/2016	Chairperson	Ickford Pre-School	<a href="#">Haddenham</a>	13/07/2017
13/07/2016	Cleaner	Ickford Pre-School	<a href="#">Haddenham</a>	13/07/2017

**Title: Nursery Nurse**

**Organisation:** Daybreak Nurseries  
**Location:** Daybreak Nurseries, 29 Chiltern Avenue, Amersham HP6 5AE  
**Hours:** 40 hours per week; 8 hour shift rota plus lunch during 07:30am –19:00pm  
**Qualifications/ Experience:** Level 3 Childcare or equivalent  
**Responsibilities/ Extra Information:** As a Nursery Nurse your core duties and responsibilities will include but will not be limited to:

- Working with the room leader to ensure base room meets all legal requirements set out in the Early Years Foundation Stage
- Participating in planning and implementation of Early Years Foundation Stage using the characteristics of effective learning
- Acting as a key worker for allocated children
- Ensuring two way, open, honest communication with all parents and informing them of relevant aspects of nursery life and their child's development
- Ensuring upkeep of a base room providing a safe and welcoming environment to children, staff and parents
- Being an allocated first aider
- Being responsible for own personal development under the guidance of your line manager

To be considered for the Nursery Nurse position you must have an NVQ Level 3 in Early Years and Childcare or equivalent along with previous experience within a Nursery setting. In addition, you must possess the following key skills and experience:

- Ability to work as part of a team
- Good interpersonal skills
- Articulate with excellent communication skills, both written and verbal
- Potential to understand and implement Ofsted standards
- Understanding and ability to implement National Curriculum and Frameworks
- Ability to deal with parents and effectively handle issues with customer satisfaction
- Ability to remain calm under pressure and work towards deadlines
- Strong customer focus
- Ability to work on own initiative
- Offers practical solutions to problems
- Role model to other staff
- Ability to have fun

**Salary:** £15,600 - £18,000 per annum plus additional benefits and holidays

**Contact:** Tel: 01494 721921 or Email: [kcurtis@daybreaknurseries.co.uk](mailto:kcurtis@daybreaknurseries.co.uk)

**Closing Date:** Sunday 28 May 2017

<b>Title:</b>	<b>Pre-School Manager</b> (to start in September 2017)
<b>Organisation:</b>	Rainbow Pre-School Aylesbury
<b>Location:</b>	Aylesbury & District Sports Club, 86 Wendover Road, Aylesbury, Bucks HP21 9NJ
<b>Hours:</b>	Rainbow is open 9.15 am – 12.15 pm, Mon – Fri term time. When there is demand, there is an optional lunch club until 1.15 pm on Mon, Tues and Weds.
<b>Qualifications/ Experience:</b>	Level 3 in Early Years and Childcare or above. Previous managerial experience in an early years setting. Current First Aid certificate and safeguarding training preferred.
<b>Responsibilities/ Extra Information:</b>	The manager will be responsible for the running of the setting and leading and supporting the staff. The manager will also be required to assist in setting up and packing away as Rainbow is a pack away setting.
<b>Salary:</b>	£13.70 per hour
<b>Contact:</b>	Tel: 01296 583523 or Email: <a href="mailto:rainbow.pre-school@ntlworld.com">rainbow.pre-school@ntlworld.com</a>
<b>Closing Date:</b>	Friday 12 May 2017

<b>Title:</b>	<b>Qualified Nursery Nurse</b>
<b>Organisation:</b>	Child First Pre-school
<b>Location:</b>	35 Rickfords Hill, Aylesbury, Buckinghamshire, HP20 2RT
<b>Hours:</b>	Full time, 45 hours per week all year round
<b>Qualifications/ Experience:</b>	Willing to train, Level 2/ NNEB/Level 3 NVQ/Diploma/Foundation degree. To understand how you implement the EYFS within a nursery setting. Previous experience of working with children in an early years setting and being a key person
<b>Responsibilities/ Extra Information:</b>	To care for children in a busy setting and build positive relationships with them. To work in a team to plan exciting activities for children based on their interests. To be responsible for your key childrens learning journeys To build a positive relationship with parents Safeguarding out children is one of our priorities, a child first application form, references, DBS checks are an essential part of our recruitment process
<b>Salary:</b>	Dependent on qualifications & experience - £15,000 - £18,000
<b>Contact:</b>	Tel: 01296 43322 or Email: <a href="mailto:aylesbury2@childfirst.co.uk">aylesbury2@childfirst.co.uk</a>
<b>Closing Date:</b>	Sunday 30 April 2017

<b>Title:</b>	<b>Nursery Nurse (Level 2 &amp; 3 upwards)</b>
<b>Organisation:</b>	Poppies Day Nursery
<b>Location:</b>	Harrias Barn, Hedgerley Lane, Beaconsfield, HP9 2SD
<b>Hours:</b>	45 hours per week
<b>Qualifications/ Experience:</b>	Candidates must hold a qualification at level 2 or above. Qualifications must be recognised by Ofsted & candidates must have practical experience of caring for children in the early years age range. Candidates who hold a level 2 qualification should be prepared to complete further training.
<b>Responsibilities/ Extra Information:</b>	Safeguarding children & ensuring their safety at all times is paramount, and promoting each child's individual learning & development needs.
<b>Salary:</b>	From £14,500 upwards – however, this is very much dependent on knowledge, experience & capabilities. All candidates are judged on their own merits.
<b>Contact:</b>	Tel: 07734 408357 or Email: <a href="mailto:poppiesareamanger@gmail.com">poppiesareamanger@gmail.com</a>
<b>Closing Date:</b>	Wednesday 31 May 2017

<b>Title:</b>	<b>Senior Nursery Nurse</b>
<b>Organisation:</b>	Nuffy Bear Day Nursery
<b>Location:</b>	Wexham Street, Stoke Poges, SL3 6NB
<b>Hours:</b>	40 hours per week
<b>Qualifications/ Experience:</b>	Level 3 Childcare qualification and above SENDSCO desirable Experience of team leadership and room leader responsibilities
<b>Responsibilities/ Extra Information:</b>	As a Senior Nursery Nurse (Room Leader) in one of our nationwide Nuffy Bear Nurseries, you'll be based in a Fitness & Wellbeing Club that offers first class full day care, sessional care and a Pre-school for children aged from 3 months to 5 years. Your responsibilities include team leadership, EYFS and planning activities, parent feedback and enquiries and managing the nursery as third in charge.
<b>Salary:</b>	From £18,000 + benefits
<b>Contact:</b>	Tel: 01753 663996 or Email: <a href="mailto:southbucks.nursery@nuffieldhealth.com">southbucks.nursery@nuffieldhealth.com</a>
<b>Closing Date:</b>	Wednesday 31 May 2017

**Title: Nursery Nurse (Level 2 & 3 upwards)**

**Organisation:** Poppies Day Nursery  
**Location:** Furlong Road, Bourne End, SL8 5AE  
**Hours:** 45 hours per week  
**Qualifications/ Experience:** Candidates must hold a qualification at level 2 or above. Qualifications must be recognised by Ofsted & candidates must have practical experience of caring for children in the early years age range. Candidates who hold a level 2 qualification should be prepared to complete further training.  
**Responsibilities/ Extra Information:** Safeguarding children & ensuring their safety at all times is paramount, and promoting each child's individual learning & development needs.  
**Salary:** From £14,500 upwards – however, this is very much dependent on knowledge, experience & capabilities. All candidates are judged on their own merits.  
**Contact:** Tel: 07734 408357 or Email: [poppiesareamanger@gmail.com](mailto:poppiesareamanger@gmail.com)  
**Closing Date:** Wednesday 31 May 2017

**Title: Nursery Cook/Housekeeper**

**Organisation:** New Beginnings Nursery  
**Location:** 5 New Road, Bourne End, Buckinghamshire SL8 5BQ  
**Hours:** 08:00am-17:00pm 2 days per week, 11:00am-14:30pm 3 days per week  
**Qualifications/ Experience:** Experience of working within a kitchen, minimum Level 3 Food Hygiene  
**Responsibilities/ Extra Information:** To prepare all meals on site and clear away, housekeeping duties such as washing, stock taking, menu planning and lunch time assistance in the room.  
**Salary:** £7.05 - £7.95 per hour  
**Contact:** Tel: 01628 527717 or Email: [info@newbeginningsnursery.co.uk](mailto:info@newbeginningsnursery.co.uk)  
**Closing Date:** Wednesday 31 May 2017



<b>Title:</b>	<b>Pre-school Manager (or a qualified Level 3 to shadow manager, with the view of taking over in due course)</b>
<b>Organisation:</b>	Gawcott Pre-school
<b>Location:</b>	Gawcott Pre-school Association, Village Hall, Buckingham Road, Gawcott MK18 4JE
<b>Hours:</b>	The Pre-school is open 09:15am to 12:15pm, with an optional lunch club until 13:15pm on Mondays (we will also be piloting afternoon opening on Monday afternoons until 15:15pm, through the coming summer term). Term time only.
<b>Qualifications/ Experience:</b>	<ul style="list-style-type: none"><li>• Level 3 NVQ in Early Years and Childcare or above</li><li>• To understand how to implement the EYFS within a Nursery setting</li><li>• Previous experience of working with children in an Early Years setting and being a key person</li><li>• Current First Aid certificate and safeguarding training preferred</li></ul>
<b>Responsibilities/ Extra Information:</b>	<p>The manager will be responsible for the running of the setting and leading and supporting the staff.</p> <p>The manager will work as part of a team to plan exciting activities for the children based on their interests.</p> <p>The manager is responsible for their key children's learning journeys.</p> <p>The manager will also be required to assist in the setting up and packing away as the Pre-school is a pack away setting.</p>
<b>Salary:</b>	£9.50 - £10.50, depending on experience
<b>Contact:</b>	Tel: 07759 675346 or Email: <a href="mailto:gawcottpreschool@yahoo.co.uk">gawcottpreschool@yahoo.co.uk</a>
<b>Closing Date:</b>	Friday 2 June 2017

<b>Title:</b>	<b>Term Time Deputy &amp; Keyworker</b>
<b>Organisation:</b>	Teddy Bears Playgroup
<b>Location:</b>	Chalfont St Peter Community Centre, Gravel Hill, Buckinghamshire SL9 9QX
<b>Hours:</b>	Mon 8am – 3.30 pm set up Tues 8.15 – 3.15 pm Wed 8.15 – 1.30 – 2 pm Thur- 8.15 – 2.30pm (12.30 – 2.30 paperwork time on site) Friday 8am – 1.30 pm pack away
<b>Qualifications/ Experience: Responsibilities/ Extra Information:</b>	Minimum Level 3 with experience in supervising staff, First Aid, Child protection, EYFS To work alongside the manager Monday to Thursday morning, taking charge of the setting on a Friday morning session whilst the manager runs a toddler group in the hall next door. To take charge of afternoon fun time sessions, write up the planning and accident reports, key worker a group of 6 children and keep their development.
<b>Salary:</b>	£9.50 per hour to start unless have level 5 and supervisory experience £10.00
<b>Contact:</b>	Tel: 07713 622401 or Email: <a href="mailto:donna@dpclark.co.uk">donna@dpclark.co.uk</a>
<b>Closing Date:</b>	Friday 12 May 2017

We currently do not have any vacancies in this area, but please do check back as this document is updated regularly.

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**Title: Cleaner**

**Organisation:** Ickford Pre-School Incorporating After-School Club  
**Location:** Sheldon Road, Ickford, HP18 9HY  
**Hours:** 7.5 hours per week Monday to Friday (term-time only) as suits the successful applicant, with potential deep cleans during school holidays  
**Qualifications/ Experience:** None  
**Responsibilities/ Extra Information:** Main responsibilities include the cleaning of floors (swept, hoovered and mopped as appropriate), cleaning adult and children's toilets and emptying of bins. Other responsibilities may include: filling paper towel dispensers, wiping down door handles, cleaning interior glass and other cleaning tasks as allocated by the Manager.  
**Salary:** £7.20/hour  
**Contact:** Tel: 01844 338785 or Email: [lckfordpreschool.manager@gmail.com](mailto:lckfordpreschool.manager@gmail.com)  
**Closing Date:** Thursday 13 July 2017

**Title: Volunteer Pre-School Committee Member**

**Organisation:** Ickford Pre-School Incorporating After-School Club  
**Location:** Sheldon Road, Ickford, HP18 9HY  
**Committee Role:** Chairperson  
**Qualifications/ Experience:** None  
**Responsibilities/ Extra Information:** Chairing meetings, staff recruitment, staff appraisal, budget allocation  
**Contact:** Tel: 01844 338785 or Email: [lckfordpreschool.manager@gmail.com](mailto:lckfordpreschool.manager@gmail.com)  
**Closing Date:** Thursday 13 July 2017

**Title: Nursery Nurse (Level 2 & 3 upwards)**

**Organisation:** Poppies Day Nursery  
**Location:** Watchet Lane, Holmer Green, HP15 6UG  
**Hours:** 45 hours per week  
**Qualifications/ Experience:** Candidates must hold a qualification at level 2 or above. Qualifications must be recognised by Ofsted & candidates must have practical experience of caring for children in the early years age range. Candidates who hold a level 2 qualification should be prepared to complete further training.  
**Responsibilities/ Extra Information:** Safeguarding children & ensuring their safety at all times is paramount, and promoting each child's individual learning & development needs.  
**Salary:** From £14,500 upwards – however, this is very much dependent on knowledge, experience & capabilities. All candidates are judged on their own merits.  
**Contact:** Tel: 07734 408357 or Email: [poppiesareamanger@gmail.com](mailto:poppiesareamanger@gmail.com)  
**Closing Date:** Wednesday 31 May 2017

**Title: Early Years Educator**

**Organisation:** Bowerdean Nursery School  
**Location:** Gordon Road, High Wycombe, HP13 6AW  
**Hours:** 37 hours per week. Hours of work are; 08:30am-16:15pm on 4 days per week and 08:30am-17:00pm on staff meeting day. 39 weeks per year.  
**Qualifications/ Experience:** Bowerdean Nursery School is an established Nursery in High Wycombe with places for 2-4 year olds. The Governing Body seeks to appoint experienced Nursery Practitioners qualified as NNEB or to NVQ Level III. A high standard of written and spoken English is required; GCSE grade C or above. Applicants must be highly motivated, creative and able to make a major contribution to our nursery. Experience of the EYFS and an excellent understanding of Childcare and Development is needed.  
**Responsibilities/ Extra Information:** The team will benefit from staff with a pro-active approach to nursery work; keen team players with boundless energy and enthusiasm for this demanding yet rewarding role. Team members need the ability to identify and do everything necessary around the nursery to maintain an organised, clean and safe environment. A calm and caring manner is also essential.  
Do you have the flexibility and sense of humour to be part of our team? Hours of work are 8:30am – 4:15pm on 4 days per week and 8:30am – 5:00pm on staff meeting day. The post is term time only 39 weeks per year, but the successful candidate would be happy to be involved in the life of the nursery community occasionally at other times.  
Informal visits to Bowerdean Nursery School are warmly welcomed and can be arranged by contacting the school. Bowerdean and Mapledean Nursery Schools are committed to safeguarding their pupils. The selected candidate will be required to provide suitable references and undergo a Disclosure and Barring Service (DBS) check before taking up the post.  
Please contact Bowerdean Nursery School for an application pack. Telephone 01494 521941 or email [bursar@bowerdean.bucks.sch.uk](mailto:bursar@bowerdean.bucks.sch.uk).  
**Salary:** Salary range 2, £18,517 - £20,800 pro rata. (actual salary £15,704-£17,640 depending on qualifications and experience)  
**Contact:** Tel: 01494 521941 or Email: [bursar@bowerdean.bucks.sch.uk](mailto:bursar@bowerdean.bucks.sch.uk)  
**Closing Date:** Wednesday 10 May 2017

**Title: Senior Room Manager**

**Organisation:** Busy Bees Day Nursery  
**Location:** The Rye, Abbey Way, High Wycombe, Buckinghamshire HP11 1AN  
**Hours:** 40 hours per week  
**Qualifications/ Experience:** NNEB, BTEC, NVQ3 or equivalent childcare qualification  
Level 4 Diploma  
Foundation degree

BA Hons Degree in Early Years/EYP Status

**Responsibilities/ Extra Information:** Leading a team of staff in room, acting up to Assistant Manager in absence and opening/closing the nursery.  
**Salary:** From £16,673.56 - £23,114.16 depending on experience and qualifications  
**Contact:** Tel: 01494 464020 or Email: [therye.nursery@busybees.com](mailto:therye.nursery@busybees.com)  
**Closing Date:** Friday 26 May 2017

**Title:** Pre-school Assistant/Pre-school Practitioner

**Organisation:** Micklefield Pre-school

**Location:** Forest Way, High Wycombe HP13 7JF

**Hours:** Between 16-30 hours per week, term time only – to be discussed at interview (Candidate needs to be available to work shifts between 08:30am-15:45pm)

**Qualifications/ Experience:** Level 2 or above. A minimum of 1 year previous experience of working with children in Early Years setting and a good knowledge of EYFS are essential.

**Responsibilities/ Extra Information:**

- To effectively deliver the EYFS ensuring that the individual needs and interest of children in the setting are met
- To assist with planning and keep records of children's development and learning
- To develop and maintain strong partnerships and communication with parents/carers
- To advise manager/deputy of any concerns, e.g. over children, parents, the safety of the environment, preserving confidentiality as necessary.
- To be involved in out of hours activities, e.g. training, monthly staff meetings, open days etc.
- To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack meals, cleaning of equipment etc.
- To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting.

**Salary:** From £7.20 per hour – depending on qualifications and experience

**Contact:** Tel: 01494 700569 or Email: [info@micklefieldpreschool.co.uk](mailto:info@micklefieldpreschool.co.uk)

**Closing Date:** Friday 26 May 2017



We currently do not have any vacancies in this area, but please do check back as this document is updated regularly.

<b>Title:</b>	<b>Nursery Nurse (Level 2 &amp; 3 upwards)</b>
<b>Organisation:</b>	Poppies Day Nursery
<b>Location:</b>	Crown Road, Marlow, SL7 2QG
<b>Hours:</b>	45 hours per week
<b>Qualifications/ Experience:</b>	Candidates must hold a qualification at level 2 or above. Qualifications must be recognised by Ofsted & candidates must have practical experience of caring for children in the early years age range. Candidates who hold a level 2 qualification should be prepared to complete further training.
<b>Responsibilities/ Extra Information:</b>	Safeguarding children & ensuring their safety at all times is paramount, and promoting each child's individual learning & development needs.
<b>Salary:</b>	From £14,500 upwards – however, this is very much dependent on knowledge, experience & capabilities. All candidates are judged on their own merits.
<b>Contact:</b>	Tel: 07734 408357 or Email: <a href="mailto:poppiesareamanger@gmail.com">poppiesareamanger@gmail.com</a>
<b>Closing Date:</b>	Wednesday 31 May 2017

<b>Title:</b>	<b>Early Years Practitioner (Level 2 and above)</b>
<b>Organisation:</b>	Medmenham Early Years
<b>Location:</b>	Medmenham Early Years, West Close, Medmenham, Buckinghamshire SL7 2EH
<b>Hours:</b>	Full and part-time hours available
<b>Qualifications/ Experience:</b>	A suitable Level 2 or 3 qualification is essential with experience of working in an Early Years setting. Probationary period of 12 weeks.
<b>Responsibilities/ Extra Information:</b>	Medmenham Early Years is situated just outside Marlow and has recently undergone an expansion project and we are looking for enthusiastic applicants to join us on our journey of transforming from a Pre-school to a full time Nursery. We are non-profit making and owned by the Royal Air Force, taking children from both military families and the local community. We are looking for experienced practitioners to take on Key Worker responsibilities so an understanding of the EYFS and child development is essential. We have an amazing outdoor environment so an interest in developing children's learning outdoors is beneficial. If you are passionate about providing children with the best early education possible and want to join an outstanding, enthusiastic team feel free to come for a look around.
<b>Salary:</b>	Up to £7.90 to £9.00 per hour, dependent on qualifications, experience and levels of responsibility.
<b>Contact:</b>	Tel: 01628 476419 or Email: <a href="mailto:medmenhamearlyyears@gmail.com">medmenhamearlyyears@gmail.com</a>
<b>Closing Date:</b>	Friday 19 May 2017

<b>Title:</b>	<b>Pre-school Assistant</b>
<b>Organisation:</b>	Marlow Bottom Pre-school Charitable Incorporated Organization
<b>Location:</b>	Village Hall, Marlow Bottom, SL7 3NA
<b>Hours:</b>	Pre-school is open during term time from 09:00am to 15:30pm Monday, Tuesday, Wednesday and Friday and 09:00am to 12:00pm Thursday. Hours of work will also include set-up and packing away (08:30am-09:00am and 15:30pm-16:00pm)
<b>Qualifications/ Experience:</b>	Number of hours per week to be agreed with the right candidatw Level 3 Early Years qualification plus experience in an Early Years setting. Paediatric first aid certificate and food hygiene certificate preferable but not essential as training can be provided.
<b>Responsibilities/ Extra Information:</b>	The successful candidate should be able to: <ul style="list-style-type: none"> <li>• Work as part of a friendly and committed team</li> <li>• Work as a key person to a small group of children, liaising closely and building relationships with parents/carers and the rest of the team to ensure each child's developmental needs are recognised and effectively supported.</li> </ul>

- Work to provide and maintain a safe, inclusive, supportive, exciting and nurturing environment for young children to learn and thrive in
- Assist with the planning of the activities using the Early Years Foundation Stage (EYFS) curriculum to support development.

**Salary:**

£7.50-£8.20 per hour

**Contact:**

Tel: 01628 478219 or Email: [manager@marlowbottompreschool.org.uk](mailto:manager@marlowbottompreschool.org.uk)

**Closing Date:**

Friday 2 June 2017

<b>Title:</b>	<b>EYFS Practitioner</b>
<b>Organisation:</b>	Bledlow Pre-school
<b>Location:</b>	Bledlow Village Hall, Chinnor Road, Bledlow HP27 9QF
<b>Hours:</b>	Part time, approximately 16 hours per week, 38 weeks per year term time only
<b>Qualifications/ Experience:</b>	<p>Minimum NVQ Level 2 Qualification in Childcare or equivalent (Level 3+ preferred)</p> <p>Minimum of 12 months post qualification experience:</p> <ul style="list-style-type: none"> <li>• A sound knowledge and understanding of the EYFS</li> <li>• A sound understanding of child development</li> <li>• A strong understanding of safeguarding requirements</li> <li>• A good standard of literacy and numeracy and excellent communication skills</li> <li>• A good working knowledge of ICT and an ability to use Microsoft office applications, email and the internet</li> <li>• The ability to work in a positive manner with colleagues and as part of a team</li> <li>• The ability to communicate effectively and professionally with parents/carers and other professionals</li> <li>• The ability to be sensitive and supportive to children and families from a wide range of cultures, lifestyles and family circumstances and with a range of special needs</li> <li>• The willingness to attend training courses and to keep up to date with the latest ideas and developments in the Early Years field</li> <li>• The ability to keep clear and appropriate records on children and their progress</li> <li>• The ability to be organised, methodical and able to work independently on own initiative</li> <li>• Robust mental and physical health</li> </ul>
<b>Responsibilities/ Extra Information:</b>	<p>Main Duties:</p> <ul style="list-style-type: none"> <li>• Assist with planning based on the Early Years Foundation Stage, providing age appropriate educational opportunities in an inclusive environment.</li> <li>• Assist in the setting up of appropriate activities, equipment and materials before the children arrive, both indoors and outdoors, and in tidying away when required at the end of every session</li> <li>• Read, implement and adhere to all Pre-school policies and procedures, in particular all safeguarding policies, including dealing with child protection issues appropriately and responding to incidents, accidents, complaints and emergencies.</li> <li>• Ensure that the Pre-school implements its Equal Opportunities Policy and is welcoming to children and families from all cultures, family groups, circumstances, including those with special educational needs or disabilities.</li> <li>• Make regular observations, keeping informative, accurate and up-to-date progress and development records, summative assessments, parent evening forms and reports, which may include the use of electronic learning journals.</li> <li>• Ensure activities are carried out in a safe and responsible manner, in accordance with statutory guidance, and to advise the Practice Manager of any concerns over safety of children, equipment etc.</li> <li>• Understand and enable the implementation of inclusive practices into the Pre-school, ensuring all children have equal access to opportunities to learn, develop, interact and fulfil their potential.</li> <li>• Provide high quality teaching and care of children, offering an appropriate</li> </ul>

- level of support and stimulation
- Contribute to, maintain, and keep up to date records e.g. daily register, accident and medication records.
- Maintain a sound understanding of signs of physical, and sexual abuse, neglect and how to report them.
- Maintain professionalism on-line and when using social media in-line with the Pre-school Technology and Social Media Policy.
- Actively challenge discrimination of all kinds and ensure that children, staff, parents/carers and volunteers within the Pre-school do the same.
- Keep confidential any information regarding children, their families, service users or other staff which has been learned through your position at the Pre-school.
- Maintain a sound understanding of what is acceptable professional behaviour and how to recognise it in practice. Reporting any concerns using the Whistleblowing Policy.
- Undertake daily health and safety checks after the room/outside has been set up and before the children arrive, including Morning and End of Session Checklists in the Deputy's absence.
- Act as keyworker for a group of children, building up a relationship with them and their parents and/or carers ensuring each child's needs are recognised and met.
- Listen to, encourage, enable, stimulate and ensure the welfare of all children in your care.
- Promote positive values, attitudes and good child behaviour, dealing promptly with conflict and incidents in line with policy, encouraging children to take responsibility for their own behaviour.
- Help children with hygiene and toileting needs.
- Communicate professionally with parents/carers in a positive, sensitive and constructive manner, informing them of children's progress and encouraging parental involvement in the sessions and their child's learning and development.
- Assist with the presentation of out-of-hours events such as parent interviews and parent information sessions.
- Advise the Leader of any communication with parents/carers who have expressed concerns about their child or passed on information which affects the care or wellbeing of the child, being mindful of confidentiality as necessary.
- Work as part of a team with staff, students, and any volunteers.

**Salary:** Range from £7.20 to £9.00 per hour subject to qualifications and experience

**Contact:** Tel: 07740 454875 or Email: [recruitment@bledlowpreschool.com](mailto:recruitment@bledlowpreschool.com)

**Closing Date:** Wednesday 31 May 2017

**Title:** Deputy Supervisor

**Organisation:** St Mary's Pre-school

**Location:** St Mary's Church Hall, The Butts, Church End, Princes Risborough HP27 9AA

**Hours:** 08:30-14:00 Monday, 08:30-15:00 Tuesday and Thursday and 08:30-13:00 Wednesday and Friday

**Qualifications/** Minimum Level 3

**Experience:** Previous Deputy Role Preferable

Experienced in Childcare.

**Responsibilities/** Setting up the Pre-School before the children arrive. As part of the staff team,  
**Extra Information:** ensuring it is always an environment for all children to learn and thrive in. Fully

support the Supervisor in her role including taking on some responsibility of some administrative tasks. Fully contribute to upholding and developing the setting.

**Salary:** Minimum £8.50 per hour

**Contact:** Tel: 07527 927813 or Email: [info@stmarys-preschool.org.uk](mailto:info@stmarys-preschool.org.uk)

**Closing Date:** Friday 19 May 2017

**Title:** **Pre-school Assistant – One Year Maternity Cover**

**Organisation:** St Mary's Pre-school

**Location:** St Mary's Church Hall, The Butts, Church End, Princes Risborough HP27 9AA

**Hours:** Monday 08:30-14:00, Wednesday and Friday 08:30-13:00

**Qualifications/** Ideally Level 3 Childcare Qualification

**Experience:**

Level 2 Childcare Qualification considered.

**Responsibilities/** Setting up the Pre-School before the children arrive. As part of the staff team,  
**Extra Information:** ensuring it is always an environment for all children to learn and thrive in. Fully contribute to upholding and developing the setting. Key Person to up to 8 children observing and recording their development.

**Salary:** Minimum £7.50 per hour

**Contact:** Tel: 07527 927813 or Email: [info@stmarys-preschool.org.uk](mailto:info@stmarys-preschool.org.uk)

**Closing Date:** Friday 19 May 2017

We currently do not have any vacancies in this area, but please do check back as this document is updated regularly.

<b>Title:</b>	<b>Playworker</b>
<b>Organisation:</b>	Breakfast Club and After School Club
<b>Location:</b>	John Hampden School, Wharf Road, Wendover, Bucks. HP22 6HF
<b>Hours:</b>	Breakfast Club 7.30am - 8.45am & After School Club 3.00pm-6.15pm from September 2017
<b>Qualifications/ Experience:</b>	Level 2 qualifications in Playwork or Childcare, First Aid and Food Hygiene would be preferable but not essential.
<b>Responsibilities/ Extra Information:</b>	To work as a member of the Out of School Care team providing a safe, secure and relaxed environment for the children attending. To plan and implement play and craft activities. To help with the setting up and clearing away and the beginning and end of the session.
<b>Salary:</b>	Bucks Pay Range 1A (ISN5 currently £14468), pro rata
<b>Contact:</b>	Tel: 01296 622629 or 07506195699 or Email: <a href="mailto:oosc@jhampden.bucks.sch.uk">oosc@jhampden.bucks.sch.uk</a>
<b>Closing Date:</b>	Friday 26 May 2017



We currently do not have any vacancies in this area, but please do check back as this document is updated regularly.

<b>Title:</b>	<b>Nursery Nurse</b>
<b>Organisation:</b>	Home Farm Day Nursery
<b>Location:</b>	Winslow Road, Swanbourne, Milton Keynes, MK17 0SW
<b>Hours:</b>	30 hours per week (Tuesday, Thursday and Friday)
<b>Qualifications/ Experience:</b>	<ul style="list-style-type: none"> <li>• Level 2 or 3</li> <li>• Experience with under 2 year olds</li> <li>• To be punctual</li> <li>• Experience in planning</li> <li>• Experience in record keeping</li> <li>• Experience in report writing</li> <li>• Team player</li> <li>• Innovative, dynamic and independently able to carry out duties</li> <li>• Flexibility and adaptability</li> <li>• Ability to communicate effectively at all levels</li> </ul>
<b>Responsibilities/ Extra Information:</b>	<p>As a Nursery Nurse you will be expected to act as part of the team and as such your job will involve supporting other members of the team. Your duties will include:</p> <ul style="list-style-type: none"> <li>• Fully supporting the Nursery by promoting a safe, stimulating, child-centred environment</li> <li>• To supervise mealtimes and where appropriate, prepare babies bottles</li> <li>• To offer emotional support to both children and their parents as required</li> <li>• To play an active part in the housekeeping duties across the Nursery</li> <li>• To ensure the general safety, welfare and behaviour of the children and staff</li> </ul>
<b>Salary:</b>	Competitive
<b>Contact:</b>	Tel: 01296 720835 or Email: <a href="mailto:office@homefarmnursery.co.uk">office@homefarmnursery.co.uk</a>
<b>Closing Date:</b>	Friday 26 May 2017

<b>Title:</b>	<b>Nursery Nurse</b>
<b>Organisation:</b>	Home Farm Day Nursery
<b>Location:</b>	Winslow Road, Swanbourne, Milton Keynes, MK17 0SW
<b>Hours:</b>	40 hours per week (across 4 days). Start date 03/07/2017 or sooner if possible.
<b>Qualifications/ Experience:</b>	<ul style="list-style-type: none"> <li>• Level 3</li> <li>• To be punctual</li> <li>• Experience in planning</li> <li>• Experience in record keeping</li> <li>• Experience in report writing</li> <li>• Team player</li> <li>• Innovative, dynamic and independently able to carry out duties</li> <li>• Flexibility and adaptability</li> <li>• Ability to communicate effectively at all levels</li> </ul>
<b>Responsibilities/ Extra Information:</b>	<p>As a Nursery Nurse you will be expected to act as part of the team and as such your job will involve supporting other members of the team. Your duties will include:</p> <ul style="list-style-type: none"> <li>• Fully supporting the Nursery by promoting a safe, stimulating, child-centred environment</li> <li>• To supervise mealtimes and where appropriate, prepare babies bottles</li> <li>• To offer emotional support to both children and their parents as required</li> </ul>

- To play an active part in the housekeeping duties across the Nursery
- To ensure the general safety, welfare and behaviour of the children and staff

**Salary:**

Competitive

**Contact:**

Tel: 01296 720835 or Email: [office@homefarmnursery.co.uk](mailto:office@homefarmnursery.co.uk)

**Closing Date:**

Friday 26 May 2017