

**Updated: Monday,  
June 19, 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.

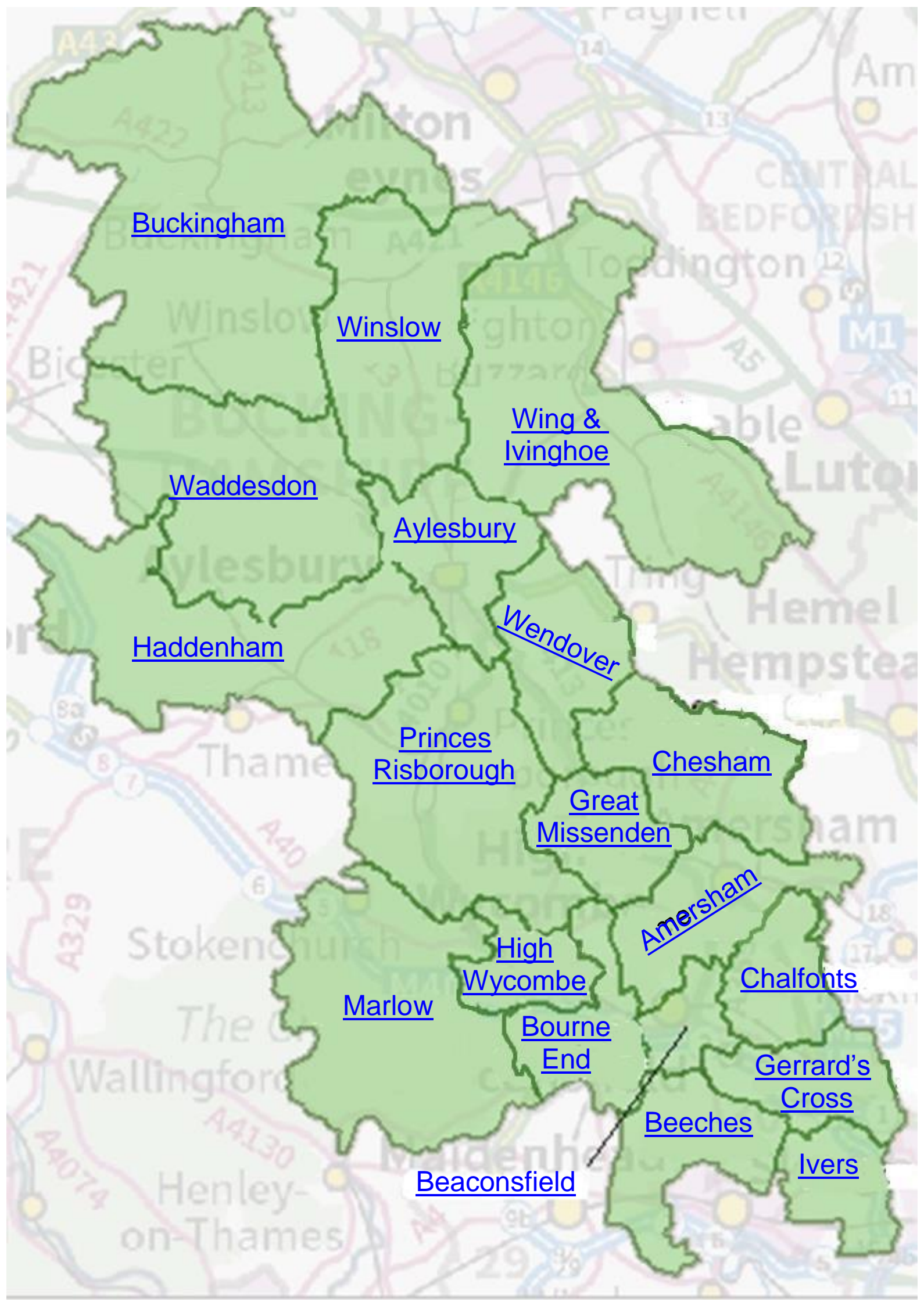
### **Want to Advertise?**

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

Marlow

High Wycombe

Amersham

Chalfonts

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>
07/06/2017	Pre-school Assistant/SENCO to start in September 2017	Rainbow Pre-school Aylesbury	<a href="#">Aylesbury</a>	23/06/2017
16/06/2017	Pre-school Leader	Kingfishers Pre-school	<a href="#">Winslow</a>	23/06/2017
12/06/2017	Windmill Under 5s Pre-school	EYFS Practitioner	<a href="#">High Wycombe</a>	26/06/2017
16/06/2017	Wingrave Pre-School	Deputy Manager	<a href="#">Aylesbury</a>	26/06/2017
15/06/2017	Windmill Pre-School	Early Years Practitioner	<a href="#">Aylesbury</a>	30/06/2017
25/05/2017	Nursery Nurse Assistant	The Sandcastle Nursery	<a href="#">High Wycombe</a>	01/07/2017
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
16/06/2017	Early Years Practitioner	The Village Pre-school	<a href="#">High Wycombe</a>	14/07/2017
01/06/2017	Pre-school Assistant	Leeside Nursery School	<a href="#">Great Missenden</a>	21/07/2017

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>Pre-School Assistant/SENCO to start in September 2017</b>
<b>Organisation:</b>	Rainbow Pre-School Aylesbury
<b>Location:</b>	Aylesbury & District Sports Club, 86 Wendover Road, Aylesbury, Bucks HP21 9NJ
<b>Hours:</b>	Three mornings per week (preferably Monday, Thursday and Friday) term time only.
<b>Qualifications/ Experience:</b>	At least one year's experience working with children in early years and be qualified to NVQ Level 3 qualification with a detailed understanding of the Early Years Foundation Stage (EYFS) and child development. A SENCO qualification would be preferred. You will be required to complete observations, reports & developmental checks on children and act as a keyworker to a small group of children.
<b>Responsibilities/ Extra Information:</b>	The SENCO will be responsible for the SENCO children in the setting and will also be the deputy Designated Safeguarding Officer.
<b>Salary:</b>	Dependent on experience
<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 23 June 2017

<b>Title:</b>	<b>Early Years Practitioner</b>
<b>Organisation:</b>	Windmill Pre-School
<b>Location:</b>	The Firs, Brill, Aylesbury, Bucks, HP18 9RY
<b>Hours:</b>	Monday-Friday, approximately 24 hours per week but negotiable.
<b>Qualifications/ Experience:</b>	Level 3 Childcare qualification or equivalent essential. This is primarily a temporary post to cover maternity leave and the introduction of 30 hour funding for the Autumn term but could possibly be extended.
<b>Responsibilities/ Extra Information:</b>	Supporting delivery of Early Years Curriculum to 2-4 years olds. Windmill Pre-School operates weekly Forest School sessions and we are led by the children's interests.
<b>Salary:</b>	£8.00 per hour
<b>Contact:</b>	Tel: 01844 238859 or Email: <a href="mailto:wps@windmillpre.plus.com">wps@windmillpre.plus.com</a>
<b>Closing Date:</b>	Friday 30 June 2017

<b>Title:</b>	<b>Deputy Manager</b>
<b>Organisation:</b>	Wingrave Pre-School
<b>Location:</b>	Twelve Leys, Wingrave, Bucks HP22 4QG
<b>Hours:</b>	20 hours, term time.
<b>Qualifications/ Experience:</b>	Minimum Level 3 qualification. Experience in a supervisory/deputy manager role.
<b>Responsibilities/ Extra Information:</b>	Overall responsibility for the Pre-School in the absence of the manager. Full job description will be emailed to applicants.
<b>Salary:</b>	£9 per hour
<b>Contact:</b>	Tel: 01296 682217 or Email: <a href="mailto:info@wingravepreschool.co.uk">info@wingravepreschool.co.uk</a>
<b>Closing Date:</b>	Monday 26 June 2017

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<b>Title:</b>	<b>Pre-school Assistant</b>
<b>Organisation:</b>	Leeside Nursery School
<b>Location:</b>	Lee Village Hall, Lee Clump Road, Lee Common, Great Missenden, Buckinghamshire HP16 9NB
<b>Hours:</b>	Monday – Friday; 08:30-12:30/13:00
<b>Qualifications/ Experience:</b>	<ul style="list-style-type: none"><li>• A relevant Level 3 qualification</li><li>• Paediatric First Aid completed and in date</li><li>• No experience required but would be preferable</li></ul>
<b>Responsibilities/ Extra Information:</b>	The candidate would be working in a small team in a hall environment. They will need to arrive in time to help set up the hall on a daily basis. They will have responsibility for their own key group, which involves keeping paperwork up to date and observations recorded. The candidate will be on a rota to do nappy changing, outside play (all weathers), snack, singing and story at least once a week. The candidate will need to have lots of energy and fun ideas to help each child reach their full potential.
<b>Salary:</b>	£8.00 per hour
<b>Contact:</b>	Tel: 01494 837719 or Email: <a href="mailto:Melissa@leesidenursery.co.uk">Melissa@leesidenursery.co.uk</a>
<b>Closing Date:</b>	Friday 21 <sup>st</sup> July 2017

**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

<b>Title:</b>	EYFS Practitioner
<b>Organisation:</b>	Windmill Under 5s Pre-school
<b>Location:</b>	Lacey Green & Loosley Row Sports & Social Club, Main Road, Lacey Green, Princes Risborough, Bucks, HP27 0PL
<b>Hours:</b>	8.30am to 12.30pm or 2pm
<b>Qualifications/ Experience:</b>	NVQ Level 3 or equivalent qualified EYFS Practitioner. We will also consider applicants who have a Level 2 qualification and who are willing to study towards gaining a NVQ Level 3.
<b>Responsibilities/ Extra Information:</b>	Responsible for general well-being of the children, encouraging the children to learn and socialise with their peers. Key Person for a group of children, ensuring that the children's care is tailored to meet their individual needs. Familiar with the EYFS. Willing to take on the role of SENCO.
<b>Salary:</b>	To be discussed, depending on experience and qualification.
<b>Contact:</b>	Tel: 07502-198 405 or Email: admin@windmillunder5s.co.uk
<b>Closing Date:</b>	Monday 26 June 2017

<b>Title:</b>	<b>Pre-school Assistant</b>
<b>Organisation:</b>	The Sandcastle Nursery
<b>Location:</b>	Sandcastle Nursery, Lane End Road, High Wycombe, Bucks HP12 4JF
<b>Hours:</b>	37.5 hours over 4 days (Full time)
<b>Qualifications/ Experience:</b>	Completion of NVQ 2/3 course awaiting certification
<b>Responsibilities/ Extra Information:</b>	<ul style="list-style-type: none"> <li>• To work as part of our experienced, dedicated and hardworking team</li> <li>• Work to provide and maintain a safe, inclusive, supportive, exciting and nurturing environment for young children to learn and thrive in.</li> <li>• To contribute and up hold all of the nursery practices</li> <li>• The safeguarding and welfare of all our children is paramount. Suitable candidates will be required to have two satisfactory references and an enhanced criminal records check prior to starting with us</li> </ul>
<b>Salary:</b>	Negotiable
<b>Contact:</b>	Francesca Smalley Managing Director Hannah Byford Nursery Manager Telephone: 01494 474848 Email:admin@sandcastlenursery.co.uk
<b>Closing Date:</b>	Saturday 1 July 2017

<b>Title:</b>	<b>Early Years Practitioner</b>
<b>Organisation:</b>	The Village Pre-school
<b>Location:</b>	The Methodist Church, Coppice Farm Road, Tylers Green HP10 8AN
<b>Hours:</b>	8.30 to 3.30 Monday to Friday (Term Time Only)
<b>Qualifications/ Experience:</b>	Level 3 minimum
<b>Responsibilities/ Extra Information:</b>	We are looking for an Early Years Practitioner to join our very friendly team of staff in our Outstanding Pre-school. Parents and visitors to the setting have very frequently commented on the lovely atmosphere in our setting and we need someone to come and join us with immediate effect. Your duties will include setting up the areas in the morning and packing away in the afternoon. You will be responsible for a group of key children (maximum of 10), observing and planning for them using Tapestry (an online learning journal). You will be responsible for forming professional relationships with your key children and their families and working within a dynamic, friendly and professional team.

**Salary:** £7.50 per hour  
**Contact:** Nicky Lovegrove Manager  
Telephone: 01494 817093  
Email: [thevillagepreschool@btinternet.com](mailto:thevillagepreschool@btinternet.com)  
**Closing Date:** Friday 14 July 2017



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<b>Title:</b>	<b>Pre-school Leader</b>
<b>Organisation:</b>	Kingfishers Pre-school
<b>Location:</b>	Station Road, Mursley, Buckinghamshire, MK17 0SA, however it will re-locate to the school site on completion of planned building work
<b>Hours:</b>	Monday to Friday 32.5 hours per week term time only
<b>Qualifications/ Experience:</b>	Applicants must hold a recognised Level 3 qualification in Early Years and Childcare (or equivalent). Experience of SEN and managing staff is desirable. Considerable experience of working in a pre-school setting, ability to plan and implement a pre-school curriculum. Ability to work with parents and to encourage their involvement. Commitment to equal opportunities and understanding of religious and cultural diversity.
<b>Responsibilities/ Extra Information:</b>	Curriculum planning, delivery of high quality teaching and deployment of staff to ensure a stimulating environment for the children. Responsibility for observation, assessment, record keeping and tracking. Manage the key worker system. Supervise staff and contribute to the appraisal process. Encouraging Parental engagement. Compliance with relevant legislation. Full Job specification available from the school.
<b>Salary:</b>	£18,517-£20,800 (pro rate, full time equivalent)
<b>Contact:</b>	Tel: 01296 720305 or Email: <a href="mailto:office@mursley.bucks.sch.uk">office@mursley.bucks.sch.uk</a>
<b>Closing Date:</b>	Friday 23 June 2017