

**Updated:
Wednesday,
September 13, 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

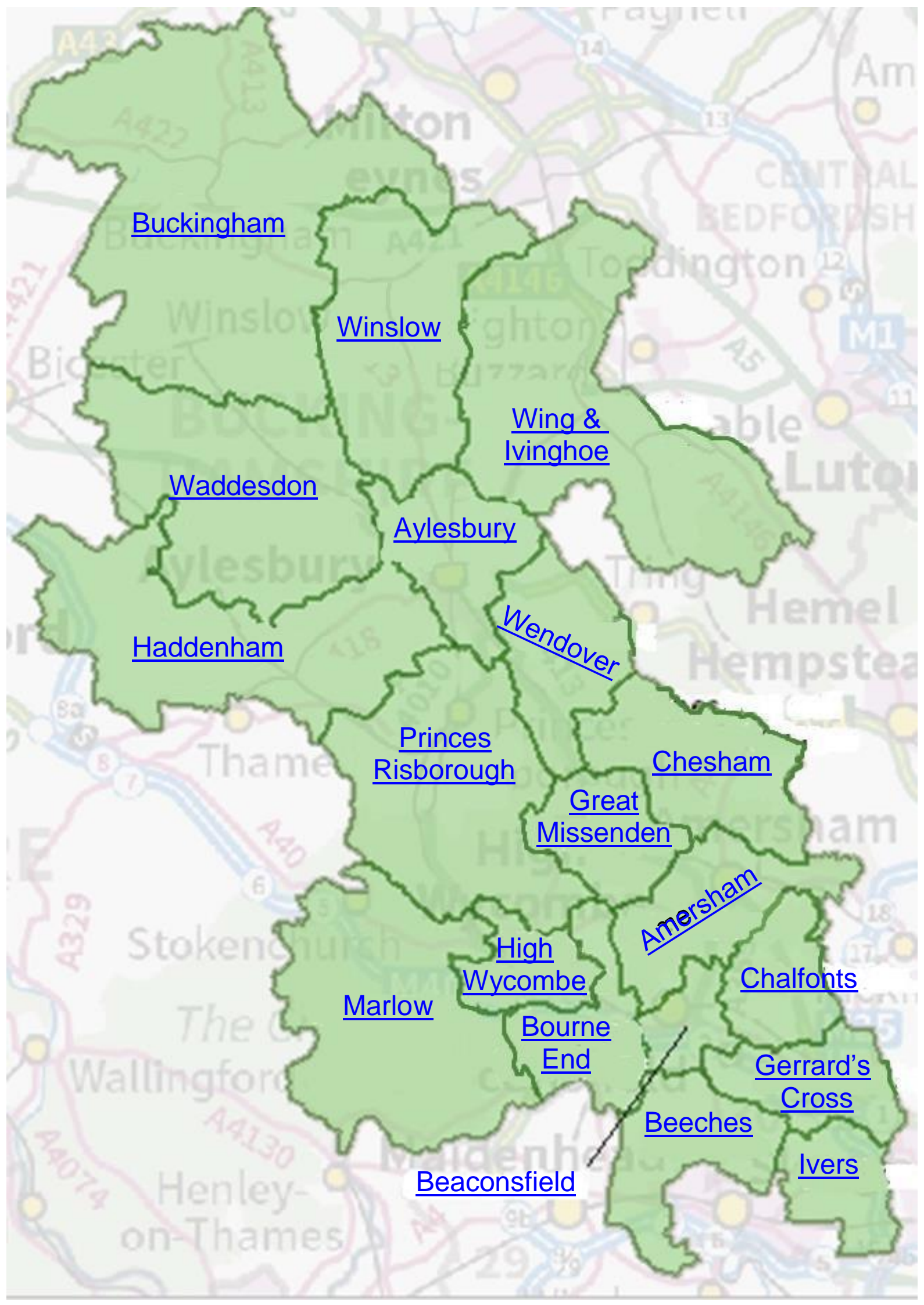
If you wish to discuss any aspect of working, training or volunteering in childcare please telephone the Team on 01296 387111.

Want to Advertise?

If you have an opportunity in childcare you wish to appear in this bulletin, please email eydcp@buckscc.gov.uk

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

Wendover

Haddenham

Princes Risborough

Chesham

Great Missenden

Amersham

High Wycombe

Chalfonts

Marlow

Bourne End

Gerrard's Cross

Beeches

Beaconsfield

Ivers

Date Loaded	Job Role	Setting	Area	Closing Date
14/07/2017	Deputy Supervisor	St Mary's Pre-School Princes Risborough	Princes Risborough	15/09/2017
14/07/2017	Pre-School Assistant – One Years Maternity Cover – Academic Year – 2017/2018	St Mary's Pre-School Princes Risborough	Princes Risborough	15/09/2017
01/09/2017	Pre-School Administrator	Windmill Under 5's Pre-School	Princes Risborough	15/09/2017
06/09/2017	Special Support Assistant / Early Years Educator	Mapledean Nursery School	HighWycombe	22/09/2017
05/09/2017	Deputy Supervisor	St Mary's Pre-School	Marlow	22/09/2017
05/09/2017	Qualified Pre-School Assistant (Maternity Cover)	St Mary's Pre-School	Marlow	22/09/2017
12/09/2017	Maternity cover Deputy Manager	Home Farm Day Nursery	Winslow	22/09/2017
07/08/2017	Nursery Practitioner	Millwood House Day Nursery	Gerrard's Cross	29/09/2017
08/08/2017	Nursery Team Leader	Childbase Partnership Ltd – Victoria House Day Nursery	Marlow	29/09/2017
23/08/2017	Deputy Leader and SEND Co-ordinator	Bedgroves Busy Bees Pre-School	Aylesbury	29/09/2017
08/09/2017	Apprenticeship	Child First	Aylesbury	29/09/2017
13/09/2017	Nursery Cook	Princes Risborough Day Nursery	Princes Risborough	29/09/2017
08/09/2017	Pre-School Practitioner	Micklefield Pre-School	HighWycombe	30/09/2017
02/08/2017	Nursery Nurse Assistant	Sandcastle Nursery	HighWycombe	01/10/2017
06/09/2017	Pre-School Practitioner	Leeside Nursery School	Great Missenden	02/10/2017
12/09/2017	Early Years Practitioner	Windmill Pre-School Brill	Haddenham	02/10/2017
29/08/2017	Montessori Directress	The Beehive Montessori School	Amersham	06/10/2017
06/09/2017	Qualified Nursery Practitioner	Childbase Partnership Ltd – Field House Day Nursery	Buckingham	06/10/2017
06/09/2017	Qualified Nursery Practitioner	Childbase Partnership Ltd – Victoria House Day Nursery	Marlow	06/10/2017
06/09/2017	Qualified Nursery Practitioner	Childbase Partnership Ltd –Willows Day Nursery	Aylesbury	06/10/2017
13/09/2017	Pre-school Assistant	Little Dragons @ Marsh	Aylesbury	31/10/2017
13/09/2017	Pre-school Assistant	Little Dragons @ Amersham	Amersham	31/10/2017
13/09/2017	Pre-school Assistant	Little Dragons @ Micklefield	HighWycombe	31/10/2017

Title: Montessori Directress

Organisation: The Beehive Montessori School

Location: St Michael's Church Hall, Sycamore Road, Amersham, Bucks, HP6 5DR

Hours: 3-5 mornings a week 8.15am- 12.45pm Term time only

Qualifications/ Experience: Relevant Montessori Diploma

Responsibilities/ Extra Information: Successful applicant will –

- be a key worker responsible for planning and delivering the Montessori curriculum, keeping EYFS and Montessori records and liaising with parents.
- be required to help with the daily preparation and packing away of the classroom.
- be required to assist with the daily running of the class, introducing activities to the children and taking circle time activities.
- have a commitment to safeguarding and protecting the welfare of children.
- Need to undergo an enhanced DBS check and provide two references

Salary: £10 hr

Contact: Tel: 01753893321 or Email: Lyndsey.n@virgin.net

Closing Date: Friday 6 October 2017

Title: Pre School Assistant

Organisation: Little Dragons Amersham

Location: St Georges infant School, White Lion Road, Amersham, Bucks, HP7 9HX

Hours: 8-6 Mon-Fri Term Time Only

Qualifications/ Experience: Previous experience in and Early Years Setting and with Key Working CACHE level 2 or 3 in Early Years Education and Childcare Essential.

Responsibilities/ Extra Information: To work as part of a team. To provide a safe and stimulating environment that meets the needs of the individual children. To have knowledge of the EYFS and of being a key worker. Have an understanding of safeguarding and the importance of confidentiality. To have good communication skills, initiative and to show commitment.

Salary: To be discussed depending on experience and qualification

Contact: Tel: 07702 559 116 / 01494 762799 or email: paul@little-dragons.co.uk

Closing Date: Tuesday 31 October 2017

Title: Qualified Nursery Practitioner

Organisation: Childbase Partnership Ltd – Willows Day Nursery
Location: Aylesbury, HP21 8AL
Hours: Full Time
Qualifications/ Experience: Level 3 or above in Early Years
Responsibilities/ Extra Information: Work should be fun and we are looking for individuals who share that philosophy whilst providing children under 5 with a 'Sound Foundation' for life.

Your role as a Qualified Nursery Practitioner with Childbase will include:

- Supporting every child's 'learning journey' whilst in our care
- Promoting partnerships with families as a keyperson
- Ensuring that each child's wellbeing is met and that they thrive in a safe environment
- Safeguarding all children in our care

People really do matter at Childbase and we offer personalised training programmes to all of our colleagues to support their ongoing professional development. In addition to this we offer a wide range of employee benefits:

- Increasing annual leave with your length of service
- Cash rewards for going 'Beyond Expectation'
- Annual tax-free cash bonus from November 2017
- 50% childcare discount from day one

Successful applicants will need to provide 'right to work in the UK' documentation, undertake a DBS and provide two satisfactory references prior to commencing employment.

Salary: £7.93 - £9.42 per hour

Contact: Email: recruitment@childbase.com

Closing Date: Friday 6 October 2017

Title: Deputy Leader and SEND Co-ordinator

Organisation: Bedgroves Busy Bees Pre-School
Location: The Church Of The Holy Spirit, Camborne Avenue, Bedgrove, Aylesbury, HP21 7UE
Hours: Mon, Tue & Fri 8.00am to 3.30pm, Wed 8.00am – 2.30pm Term time only
Qualifications/ Experience:

- Minimum of NVQ level 3 or equivalent, with a minimum of 1 year's post qualification experience, essential.
- Safeguarding and Paediatric first aid essential
- Basic food hygiene is preferable
- Experience of working with children with SEN is desirable as further training can be given.

Responsibilities/ Extra Information: The successful applicant will work alongside the manager, to support the day to day running of the pre-school. They will work as part of a pre-school team to create a happy, stimulating and safe learning environment, where children can maximize their physical, intellectual, social and emotional potential.

The successful candidate will be passionate about child centred learning and committed to teaching through play based activities and experiences.

This leadership role involves planning and delivering the Early Years

Foundation Stage curriculum and to ensure that it is promoted and delivered within the setting and all principles adhered to.

Salary: £9.00 per hour

Contact: Tel: 07759096496 or Email: Bedgrovesbusybeespre-school@outlook.com

Closing Date: Friday 29 September 2017

Title: **Apprenticeship**

Organisation: Child First

Location: Green End, Aylesbury, Bucks, HP20 2SA

Hours: Full time

Qualifications/ Experience: Qualifications not required we will put you through a qualification while working/Understanding of children's care needs

Responsibilities/ Extra Information: 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 build a positive relationship with parents

Safeguarding our children is one of our priorities, a child first application form, references, DBS checks are an essential part of our recruitment process.

Salary: £9,360

Contact: Tel: 01296 392516 or Email: Aylesbury@childfirst.co.uk

Closing Date: Friday 29 September 2017

Title: **Pre School Assistant**

Organisation: Little Dragons Marsh

Location: Olive House, Abbey Barn Road, High Wycombe, Bucks, HP11 1RX

Hours: 9-3 Term Time Only

Qualifications/ Experience: Previous experience in and Early Years Setting and with Key Working CACHE level 2 or 3 in Early Years Education and Childcare Essential.

Responsibilities/ Extra Information: To work as part of a team. To provide a safe and stimulating environment that meets the needs of the individual children. To have knowledge of the EYFS and of being a key worker. Have an understanding of safeguarding and the importance of confidentiality. To have good communication skills, initiative and to show commitment.

Salary: To be discussed depending on experience and qualification

Contact: Tel: 07702 559 116 / 01494 533254 or email: paul@little-dragons.co.uk

Closing Date: Tuesday 31 October 2017

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

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

Title:	Room Leader
Organisation:	New Beginnings Nursery
Location:	5 New Road Bourne End Bucks SL8 5BQ
Hours:	40 per week, worked on a shift system between the hours of 7.30am - 6pm
Qualifications/ Experience:	Must have a L3 qualification and excellent knowledge of EYFS. Must be experienced. Room Leader experience desirable, however, a strong L3 practitioner will be considered.
Responsibilities/ Extra Information:	To be Room Leader of our 2-3 years area. To lead a team of 2 staff ensuring that observations, assessment and planning are up to date, be a KP to a small group of children.. Responsible for the H & S of the area. To work as part of a team to ensure that all of the children fulfil their potential.
Salary:	Very competitive. This will be discussed at interview. Dependent on qualifications and experience
Contact:	Tel: 01628 527717 or Email: Info@newbeginningsnursery.co.uk
Closing Date:	Monday 30 October 2017

Title: Qualified Nursery Practitioner**Organisation:** Childbase Partnership Ltd – Field House Day Nursery**Location:** Buckingham, MK18 1ST**Hours:** Full time**Qualifications/
Experience:** Level 3 or above in Early Years**Responsibilities/
Extra Information:** Work should be fun and we are looking for individuals who share that philosophy whilst providing children under 5 with a 'Sound Foundation' for life.

Your role as a Qualified Nursery Practitioner with Childbase will include:

- Supporting every child's 'learning journey' whilst in our care
- Promoting partnerships with families as a keyperson
- Ensuring that each child's wellbeing is met and that they thrive in a safe environment
- Safeguarding all children in our care

People really do matter at Childbase and we offer personalised training programmes to all of our colleagues to support their ongoing professional development. In addition to this we offer a wide range of employee benefits:

- Increasing annual leave with your length of service
- Cash rewards for going 'Beyond Expectation'
- Annual tax-free cash bonus from November 2017
- 50% childcare discount from day one

Successful applicants will need to provide 'right to work in the UK' documentation, undertake a DBS and provide two satisfactory references prior to commencing employment.

Salary: £7.93 - £9.42 per hour**Contact:** Email: recruitment@childbase.com**Closing Date:** Friday 6 October 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:	Nursery Practitioner
Organisation:	Millwood House Day Nursery
Location:	Millwood House, Collinswood Road, Farnham Common, Bucks, SL2 3LH
Hours:	9 Hours Per Day
Qualifications/ Experience:	Trainees and Experience Staff. (Level 2's or 3's) Training Provided on the Job.
Responsibilities/ Extra Information:	Providing Care and Education for the Early Years.
Salary:	Minimum Wage
Contact:	Tel: 01753 645500 or Email: Finance@millwoodhousenursery.co.uk
Closing Date:	Friday 29 September 2017

Title: Pre-School Practitioner**Organisation:** Leaside Nursery School**Location:** Lee Village Hall, Lee Clump Road, Lee Common, Great Missenden, Bucks, HP16 9NB**Hours:** Mon-Fri 8.30 – 12.30/1.30**Qualifications/
Experience:**

- A relevant Level 3 qualification
- Paediatric First Aid completed and in date
- No experience required but would be preferable.

**Responsibilities/
Extra Information:** Leaside is a small Pre-School set in a village hall in The Lee a rural village near to Amersham, Chesham, Wendover & Great Missenden. If successful you will be working in a dynamic, friendly team who work together to offer the children at the setting the best possible care. A prompt arrival is essential to help set up the hall on a daily basis.

You will have responsibility for your own key group, which involves working one to one and in groups with children to help bring along their development. You will record observations using our modern digital systems (Tapestry).

As we are a small team you will be on a rota to do nappy changing, outside play (all weathers, bring your coat), rolling snack, singing and story at least once a week.

You will need to have lots of energy and fun ideas to help each child reach their full potential.

You will initially be covering maternity leave with the potential to stay on should the circumstances suit.

Salary: £8p/h**Contact:** Tel: 01494 837719 or Email: Melissa@leesidenursery.co.uk**Closing Date:** Monday 2 October 2017 can be extended to half term if the right candidate is not found.

Title:	Early Years Practitioner
Organisation:	Windmill Pre-School
Location:	The Firs Brill Aylesbury Bucks HP18 9RY
Hours:	Bank staff required to cover staff absences - Setting open 8.30am-3.00pm Monday-Thursday 8.30am-1.00pm Fridays
Qualifications/ Experience:	Experience of working with young children in a setting or elsewhere desirable but not essential.
Responsibilities/ Extra Information:	To be part of a team promoting high quality learning through play. We are a popular village Pre-School for children aged 2-4 years old and hold weekly Forest School sessions and are led by the children's interests.
Salary:	Dependent upon experience
Contact:	Tel: 01844 238859 or Email: wps@windmillpre.plus.com
Closing Date:	Monday 2 October 2017

Title:	Special Support Assistant / Early Years Educator
Organisation:	Mapledean Nursery School
Location:	Cressex Road, High Wycombe HP12 4PR
Hours:	This part time post will be 15 hours per week in the mornings 9:10am – 12:10pm Monday to Friday term time only. The position is temporary for Autumn Term 2017 – Summer 2018
Qualifications/ Experience:	Mapledean Nursery School is a maintained nursery in Cressex for 2 – 4 year olds. The Governing Body seeks to appoint experienced Nursery Practitioners qualified to Level 3. 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. This is a fixed term post for 1 academic year.
Responsibilities/ Extra Information:	<p>Please see attached description of the post.</p> <p>Do you have the flexibility and sense of humour to be part of our team?</p> <p>Informal visits to Mapledean Nursery School are warmly welcomed and can be arranged by contacting the school. Telephone 01494 443256 or email bursar@bowerdean.bucks.sch.uk if you would like to arrange a visit.</p> <p>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.</p> <p>Completed Bucks CC application forms should be e-mailed to bursar@bowerdean.bucks.sch.uk.</p>
Salary:	Salary Range 1B, £15,084- £17,768 pro rata (Actual Salary £5,069 - £5,970 depending on qualifications and experience)
Contact:	Tel: 01494 521941 or Email: bursar@bowerdean.bucks.sch.uk
Closing Date:	Friday 22 September, 12 noon.

Title:	Nursery Nurse Assistant
Organisation:	Sandcastle Nursery
Location:	Lane End Road, High Wycombe, Bucks. HP124JF
Hours:	7.45am-6pm 4 days a week
Qualifications/ Experience:	Qualified NVQ L2/L3
Responsibilities/ Extra Information:	To work as a part of a team delivering high quality care education in relation to the Early Foundation Stage
Salary:	Negotiable
Contact:	Tel: 01494 474848 or Email admin@sandcastlenursery.co.uk
Closing Date:	Friday 1 October 2017

Title:	Pre-School Practitioner
Organisation:	Micklefield Pre-School
Location:	Forest Way, High Wycombe, HP13 7JF, High Wycombe
Hours:	Monday and Tuesday 8.30 am – 3.30pm (term time only) + flexibility to cover staff absences
Qualifications/ Experience:	Level 3 in childcare

Responsibilities/ Extra Information: The right person should be someone who is enthusiastic, friendly, reliable and can use own initiative.

Key responsibilities:

- 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 working 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: Actual salary: £4090.00 – £4500.00 per annum (depending on qualifications and experience)

Contact: Tel: 01494 700 569 or Email micklefieldpreschool@hotmail.com

Closing Date: Saturday 30 September 2017

Title: Pre-School Practitioner

Organisation: Little Dragons Micklefield

Location: 5 Micklefield Road, High Wycombe, Bucks, HP13 7EJ

Hours: 9-3 Term Time Only

Qualifications/ Experience: Previous experience in and Early Years Setting and with Key Working CACHE level 2 or 3 in Early Years Education and Childcare Essential.

Responsibilities/ Extra Information: To work as part of a team. To provide a safe and stimulating environment that meets the needs of the individual children. To have knowledge of the EYFS and of being a key worker. Have an understanding of safeguarding and the importance of confidentiality. To have good communication skills, initiative and to show commitment.

Salary: To be discussed depending on experience and qualification

Contact: Tel: 07702 559 116 / 01494 530468 or email: paul@little-dragons.co.uk

Closing Date: Tuesday 31 October 2017

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

Title: Deputy Supervisor**Organisation:** St Mary's Pre-School**Location:** St Mary's Church Hall, 141 Marlow Bottom, Marlow SL7 3PJ**Hours:** 8.30am – 3.30pm daily**Qualifications/
Experience:**

- Experience of working with young children in a pre-school setting
- A secure knowledge of the Early Years Foundation Stage
- Diploma in pre-school practice, NVQ level 3 or equivalent and be committed to further training
- Sound knowledge of child development for children from birth to five years
- Willingness to learn
- Sound understanding of child development and of children's needs
- Ability to plan and help implement a pre-school curriculum
- Commitment to working effectively with young children and their families
- Good communication skills
- Good organizational skills and be able to work to deadlines
- Ability to write clear reports
- Knowledge of child protection and safeguarding procedures
- A commitment to equal opportunities and understanding of religious and cultural diversities

**Responsibilities/
Extra Information:**

- Friendly and flexible approach with good communication skills
- Support and work closely with the supervisor and pre-school staff
- Plan and implement parts of the curriculum, using the Early Years Foundation Stage (EYFS) curriculum for guidance
- To act as a key person to a number of our pre-school children, liaising closely and building an effective relationship with parents/carers
- To act as session supervisor, when needed
- To advise the supervisor of any concerns e.g. over children, parents/carers, or equipment. Retaining confidentiality at all times
- To provide safe, high quality education and care for young children
- To ensure that adequate records are kept and updated regularly
- To teach children, offering an appropriate level of support and stimulating play experiences
- Help set up the pre-school for the daily programme and pack away at the end of the session
- Actively participate at team meetings, supervisor meetings and appraisal meetings

Salary: £8.30 per hour**Contact:** Tel: 07762 885319 or Email: chair.stmarys@gmail.com**Closing Date:** Friday 22 September 2017**Title: Qualified Pre-School Assistant
(Maternity Cover – may lead to full time position)****Organisation:** St Mary's Pre-School**Location:** St Mary's Church Hall, 141 Marlow Bottom, Marlow SL7 3PJ**Hours:** 8.30am – 3.30pm daily**Qualifications/
Experience:**

- Hold NVQ level 2/3 or equivalent
- Willingness to learn
- Previous experience of working with young children
- Commitment to equal opportunities
- Commitment to young children & families
- Friendly, flexible approach

**Responsibilities/
Extra Information:**

- Good mental and physical health
- Successful DBS check
- To assist with the planning of the curriculum
- To help set up the playroom for the daily programme and help tidy away at the end of the session
- To act as a keyworker to a small group children, liaising closely with parents/carers and ensuring each child's needs are recognized and met
- To keep up to date records and write reports for key children
- To advise the supervisor of any concerns e.g. over children, parents, safety of equipment, preserving confidentiality as necessary
- To teach children, offering an appropriate level of support and stimulation
- To attend staff meetings
- To attend in service training courses and meetings as required
- To keep completely confidential any information regarding the children, their families or other staff which is learned as part of the job

Salary: £8.12 per hour

Contact: Tel: 07762 885319 or Email: chair.stmarys@gmail.com

Closing Date: Friday 22 September 2017

Title: **Nursery Team Leader**

Organisation: Childbase Partnership Ltd – Victoria House Day Nursery

Location: Marlow

Hours: Full time

**Qualifications/
Experience:** Level 3 or above in Early Years, with Senior/Room Leader experience

**Responsibilities/
Extra Information:** Work should be fun and we are looking for individuals who share that philosophy whilst providing children under 5 with a 'Sound Foundation' for life.

Your role as a Team Leader will include:

- Working within the Management Team to deliver high quality childcare throughout the nursery
- Promoting partnerships with families and external agencies
- Ensuring that each child's wellbeing is met and that they thrive in a safe environment
- Safeguarding all children in our care

People really do matter at Childbase and we offer personalised training programmes to all of our colleagues to support their ongoing professional development.

In addition to this we offer a wide range of employee benefits:

- Increasing annual leave with your length of service
- Cash rewards for going 'Beyond Expectation'
- Annual tax-free cash bonus from November 2017
- 50% childcare discount from day one

Salary from £9.69 - £11.52 per hour.

If you are enthusiastic, hold an Early Years Qualification at Level 3 or above, and want a career in childcare then we would love to hear from you.

Successful applicants will need to provide 'right to work in the UK' documentation, undertake a DBS and provide two satisfactory references prior to commencing employment.

Salary: £9.69 - £11.52 per hour
Contact: Email: recruitment@childbase.com
Closing Date: Friday 29 September 2017

Title: **Qualified Nursery Practitioner**

Organisation: Childbase Partnership Ltd – Victoria House Day Nursery

Location: Marlow

Hours: Full time

Qualifications/ Level 2 or above in Early Years
Experience:

Responsibilities/ Work should be fun and we are looking for individuals who share that
Extra Information: philosophy whilst providing children under 5 with a 'Sound Foundation' for life.

Your role as a Qualified Nursery Practitioner with Childbase will include:

- Supporting every child's 'learning journey' whilst in our care
- Promoting partnerships with families as a keyperson
- Ensuring that each child's wellbeing is met and that they thrive in a safe environment
- Safeguarding all children in our care

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- Increasing annual leave with your length of service
- Cash rewards for going 'Beyond Expectation'
- Annual tax-free cash bonus from November 2017
- 50% childcare discount from day one

Successful applicants will need to provide 'right to work in the UK' documentation, undertake a DBS and provide two satisfactory references prior to commencing employment.

Salary: £7.75 - £9.42 per hour
Contact: Email: recruitment@childbase.com
Closing Date: Friday 6 October 2017

Title:	Pre-School Administrator
Organisation:	Windmill Under 5's Pre-School
Location:	Lacey Green & Loosley Row Sports & Social Club, Main Road, Lacey Green, Princes Risborough, Buckinghamshire HP27 0PL This position will require someone to be self-employed and able to work from home.
Hours:	15 hours a week (ideally in the mornings) during term time and some hours during school holidays.
Qualifications/ Experience:	The ideal candidate will have had some involvement in a Pre-school setting previously, good organisational skills, self-starter, flexible, with excellent IT skills, some financial experience, good communication skills both written and verbal. You will be required to work in partnership with our Management Committee, staff team and on occasion work in the setting helping the children.
Responsibilities/ Extra Information:	You will be responsible for providing administrative assistance to aid the Pre-school in its day to day service delivery as well as supporting the Committee, staff and families who use the Pre-school. You will also act as first point of contact for all Pre-school enquires and provide financial administrative assistance to the Treasurer of the Pre-school.

For a detailed job description and application form please email workforwindmillpreschool@gmail.com

Salary:	£9.50 an hour
Contact:	Email: workforwindmillpreschool@gmail.com
Closing Date:	Friday 15 September 2017

Title:	Deputy Supervisor
Organisation:	St Mary's Pre-School Princes Risborough
Location:	St Mary's Church Hall. The Butts, Church End, Princes Risborough, Bucks. HP27 9AA www.stmarys-preschool.org.uk Application form available on website
Hours:	8.30 – 2.00 Monday; 8.30 – 3.00 Tuesday and Thursday; 8.30 – 1.00 Wednesday and Friday
Qualifications/ Experience:	<ul style="list-style-type: none"> • Minimum Level 3 • Previous Deputy Role Preferable • Experienced in Childcare.
Responsibilities/ Extra Information:	Setting up the Pre-School before the children arrive. As part of the staff team, 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 PH
Contact:	Tel: 07527927813 or Email: info@stmarys-preschool.org.uk
Closing Date:	Friday 15 September 2017

Title: Pre-School Assistant – One Years Maternity Cover – Academic Year – 2017/2018

Organisation: St Mary's Pre-School Princes Risborough
Location: St Mary's Church Hall. The Butts, Church End, Princes Risborough, Bucks. HP27 9AA www.stmarys-preschool.org.uk Application form available on website
Hours: Monday 8.30 – 2pm, Wednesday and Friday 8.30 – 1pm
Qualifications/ Experience: Ideally Level 3 Childcare Qualification
Level 2 Childcare Qualification considered.
Responsibilities/ Extra Information: Setting up the Pre-School before the children arrive. As part of the staff team, 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 Ph
Contact: Tel: 07527927813 or Email: info@stmarys-preschool.org.uk
Closing Date: Friday 15 September 2017

Title: Nursery cook

Organisation: Princes Risborough Day Nursery
Location: Red Vale House, New Road, Princes Risborough, Bucks, HP27 0JN
Hours: 9:00am-2:00pm , 5 days a week
Qualifications/ Experience: Some previous experience required.
Basic food hygiene certificate desired.
Probationary period of 3 months.
Responsibilities/ Extra Information: The right candidate will enjoy working with an Early Year's team to ensure high quality childcare and meals that meet a wide range of dietary requirements and the expectations of Food hygiene mandatory requirements. You must be willing to undergo a DBS check and will be expected to work responsibly in order to safeguard and promote the wellbeing of children within the setting.
The right candidate would hold experience of working in a similar environment and show excellent use of initiative and the ability to work well both independently and within a small team.
Please visit our website and download our application form, and then email the nursery with your application.
Our website is www.princesrisboroughdaynursery.co.uk
Under job vacancies.
Salary: To be agreed- Dependent on experience and qualifications.
Contact: Tel: 01844 344299 or email: manager@princesrisboroughdaynursery.co.uk
Closing Date: Friday 29 September 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: Maternity cover Deputy Manager**Organisation:** Home Farm Day Nursery**Location:** Winslow Road Swanbourne, MK17 0SW**Hours:** 40 hours per week Monday-Friday**Qualifications/
Experience:**

- Minimum NVQ Level 3 or equivalent.
- Minimum 2 years working in a Day Nursery.
- Minimum 1 year supervisory experience.
- SENCO qualified and experienced.
- Safeguarding and Paediatric first aid

**Responsibilities/
Extra Information:**

- To support and work closely with the Nursery Manager in the daily running and administration of the Nursery.
- To ensure a safe, stimulating happy and well organised environment by adhering to all Policies and Procedures of Home Farm Day Nursery.
- To provide the children with the highest quality of care and education.
- To foster a healthy team spirit.
- To support all areas of organisation in the Early Years Foundation Stage.
- To actively enable the children in his/her care to develop social, emotionally, intellectually, morally and physically. To achieve self-confidence, self-discipline and social awareness skills within a happy, secure and stimulating environment.
- To ensure all documentation relating to children that require additional support is completed (SENCO paperwork)
- To attend relevant Early Year Courses
- To support the Nursery Manager in the general safety, welfare and behaviour of all children and staff

Salary: TBC**Contact:** Tel: 01296 720835 or Email: lessam@homefarmnursery.co.uk**Closing Date:** Friday 22 September 2017