

**Updated: Friday,
October 20, 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.

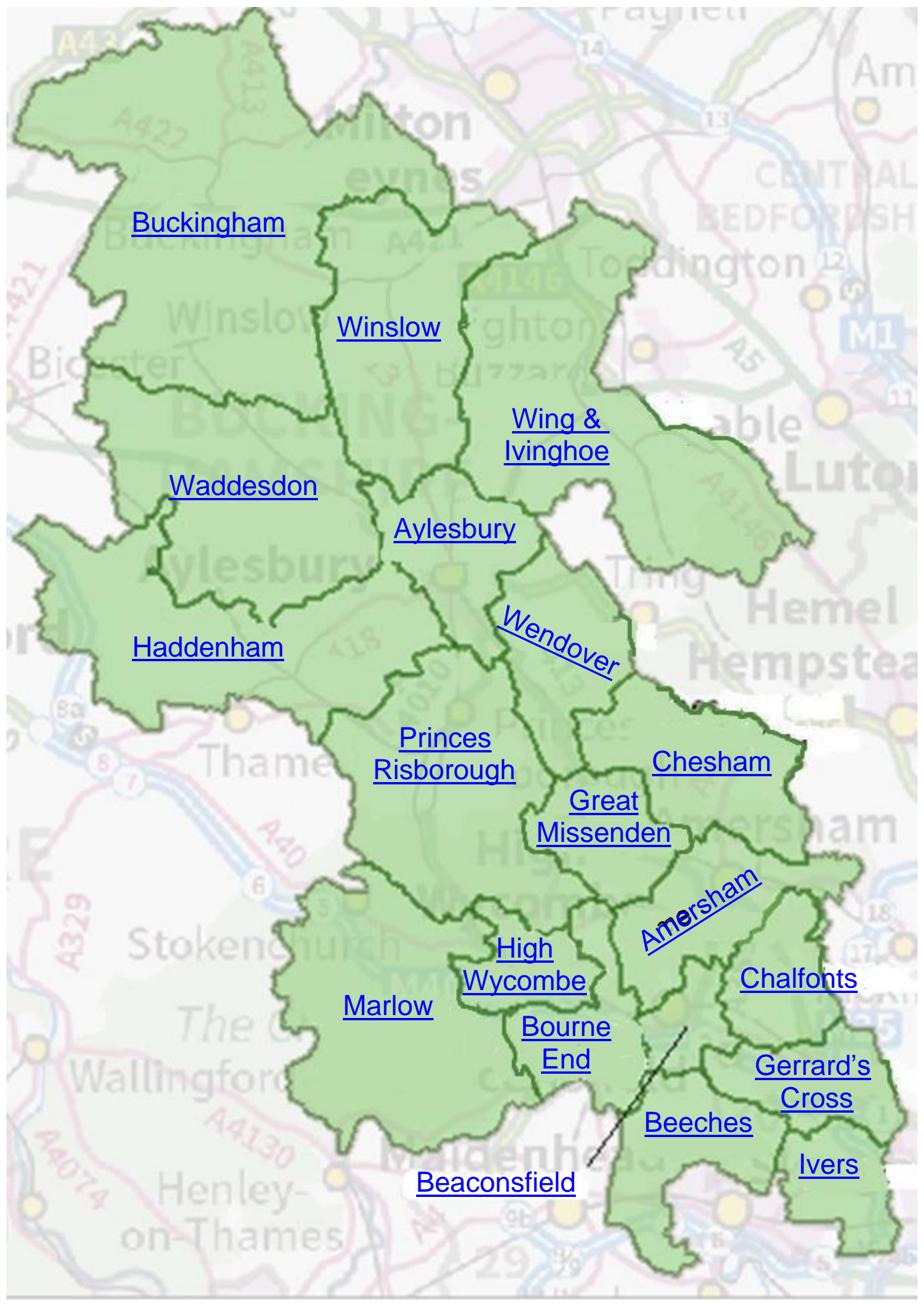
Want to Advertise?

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
05/10/2017	Preschool Assistant / Key Carer to a small group of children	Widmer End Preschool	HighWycombe	20/10/2017
17/10/2017	Administration and Finance Officer	New Millside Pre-school	Aylesbury	27/10/2017
20/10/2017	Deputy Pre-school and Extended Services Manager	William Harding School	Aylesbury	27/10/2017
20/10/2017	Early Years Practitioners & Play workers	William Harding School	Aylesbury	27/10/2017
19/09/2017	EYFS Practitioner/ Qualified Early Years Assistant	Bledlow Pre School	Princes Risborough	30/10/2017
29/09/2017	Manager	Little Acorns Kindergarten	Wendover	30/10/2017
16/10/2017	Deputy Supervisor	St Mary's Pre-school	Marlow	31/10/2017
16/10/2017	Qualified Pre-school Assistant (Maternity Cover – may lead to full time position)	St Mary's Pre-school	Marlow	31/10/2017
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
02/10/2017	Nursery Nurse	Home Farm Day Nursery	Winslow	03/11/2017
02/10/2017	Nursery Nurse/Assistant – Lunchtime Cover and Relief	Home Farm Day Nursery	Winslow	03/11/2017
25/09/2017	Pre-school Assistant	White Hill Pre-school	Chesham	08/12/2017
11/10/2017	Preschool Practitioner	Stone & Fairford Leys Preschool	Aylesbury	10/11/2017
17/10/2017	Early Years Practitioner	Christmas Cottage Nursery	Princes Risborough	10/11/2017
11/10/2017	Nursery Practitioner	Your Montessori Pre-School & Day Nursery	Ivers	11/11/2017
11/10/2017	Deputy Nursery Manager	Your Montessori Pre-School & Day Nursery	Ivers	11/11/2017
11/10/2017	Montessori Teacher	Your Montessori Pre-School & Day Nursery	Ivers	11/11/2017
16/10/2017	Early Years Practitioner	Windmill Pre-school	Aylesbury	16/11/2017
17/10/2017	Deputy Leader & SEND Coordinator	Bedgroves Busy Bees Pre-school	Aylesbury	17/11/2017

12/10/2017	Nursery Nurse/Assistant	The Marlow Day Nursery	Marlow	30/11/2017
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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:	Preschool Practitioner
Organisation:	Stone & Fairford Leys Preschool
Location:	Maple House, 74 Oxford Road, Stone, Aylesbury, Bucks HP17 8PL
Hours:	Tuesday & Wednesday 8.45am to 12.45pm, Pm sessions 12.45pm to 3.15 pm three days per week, days to be confirmed
Qualifications/ Experience:	<ul style="list-style-type: none"> • Level 2 desirable. First aid, food hygiene & Child protection would be helpful • Experience: essential minimum of 12 months within a setting
Responsibilities/ Extra Information:	Pre-school: Work within a team, contribute to planning, key carer to a group of children, liaise with parents, general tidying and cleaning up, attend training and meetings.
Salary:	£7.50 per hour
Contact:	Tel: Landline: 01296 748247 mobile: 07729381566 or Email: Stone.fleypreschool@hotmail.co.uk
Closing Date:	Close date: Friday 10 November 2017 by 5pm. Interviews taking place Monday 13 November 2017. Starting date Monday 20 November 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

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 08:30am – 15:30pm Monday – Thursday, 08:30am – 13:00pm 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 2-3 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:	Thursday 16 October 2017

Title:	Deputy Leader and SEND Coordinator
Organisation:	Bedgroves Busy Bees Pre-school
Location:	The Church of the Holy Spirit, Camborne Avenue, Aylesbury, HP21 7UE
Hours:	Monday, Tuesday & Friday 08:00am – 14:30am, Wednesday 08:00am – 14:30pm term time only.
Qualifications/	Minimum of NVQ level 3 or equivalent, with a minimum of 1 years post

Experience: 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 children centered 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: 07759 096496 or Email: bedgrovesbusybeespre-school@outlook.com

Closing Date: Friday 17 November 2017

Title: Administration and Finance Officer

Organisation: New Millside Pre-school

Location: Narbeth Drive, Aylesbury, HP20 1NX

Hours: 30-35 hours per week.

Qualifications/ Experience: Office experience, admin and finance experience, working with people etc.

Responsibilities/ Extra Information: Administration and finance

Salary: £11.00 per hour

Contact: Tel: 01296 489457 or Email: preschoolmanager@newmillside-preschool.co.uk

Closing Date: Friday 27 October 2017

Title: Deputy Pre-school and Extended Services Manager

Organisation: William Harding School

Location: Hazlehurst Drive, Aylesbury, Bucks, HP21 9TJ

Hours: 50 weeks a year from 36.25 hours per week

Qualifications/ Experience: Candidates should have a minimum NVQ level 3 qualification in childcare and education. Previous experience of working with children in a pre-school or similar environment and knowledge of the EYFS, the play principles and child development is essential. Leadership experience is desirable.

Responsibilities/ Extra Information: The role includes managerial duties, a strategic approach towards early years practice development and the successful application will work with the pre-school managers to lead and develop practice at our schools after school and holiday clubs.

Salary: BCC Range 2 (£18,517 – £20,800 pro rata)

Contact: Tel: 01296 398822 or Email: extendedoffice@whcs.bucks.sch.uk

Closing Date: Friday 27 October 2017

Title: Deputy Pre-school and Extended Services Manager

Organisation: William Harding School

Location: Hazlehurst Drive, Aylesbury, Bucks, HP21 9TJ

Hours: A range of hours are available from 08:45am – 18:00pm

Qualifications/ Experience: Candidates should have a minimum of NVQ level 2 qualification and previous experience of working with children in a pre-school or similar environment, and knowledge of the EYFS and child development is essential.

Responsibilities/ Extra Information: Applicants should consider themselves to be exemplary role models, have high expectations of the children in their care, be committed to raising

standards within a supportive environment and have the ability to deliver child centered practice.

Salary: BCC range 1A (£14,468 pro rata)

Contact: Tel: 01296 398822 or Email: extendedoffice@whcs.bucks.sch.uk

Closing Date: Friday 27 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

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:	Pre-school Assistant
Organisation:	White Hill Pre-school
Location:	White Hill Community Centre, White Hill, Chesham HP5 1AG
Hours:	Part time flexible hours, but between 08:30-15:15 to compliment other staff members rotas etc.
Qualifications/ Experience:	Ideally Level 3 qualified, bur Level 2 considered if the right candidate to fit in with our small setting.
Responsibilities/ Extra Information:	To support children's learning, development and care through the key person system. Engaging with parents and carers and making them feel welcome and supported. Looking after the environment and planning for key children. Engaging in future training and development to enhance practice. Working in a small team.
Salary:	Dependent on qualifications and experience
Contact:	Tel: 07762 165087 or Email: Deborah@whitehillpreschool.org.uk
Closing Date:	Friday 8 December 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.

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

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

Title:	Early Years Practitioner
Organisation:	Widmer End Preschool
Location:	Estcourt Drive, Widmer End, High Wycombe, Bucks HP15 6AH
Hours:	Monday 8.30 till 3.30, Tuesday 8.30 till 12.15, Friday 8.30 till 3.30
Qualifications/ Experience:	Must hold a minimum of Level 2 Childcare qualification or above. The successful applicant will have relevant experience working with children aged 3 – 5 years and will preferably have worked in a pre-school environment. They must have a good knowledge and understanding of how children learn and develop and have experience of working within the EYFS.
Responsibilities/ Extra Information:	The successful applicant will: Be a key person to a small group of children, which will include continuous observation and assessment, planning and to work in partnership with parents / carers.
Salary:	£62 - £85 a day
Contact:	Tel: 01494 714371 or email: kburns@widmerend.bucks.sch.uk
Closing Date:	Friday 20 th October 2017

Title: Deputy Nursery Manager

Organisation: Your Montessori Pre-School & Day Nursery
Location: Church Road, Iver Heath, Slough, SL0 0RD
Hours: 40 hrs per week, rotating shifts between 07.30-18.30
Qualifications/ Experience: Level 3 or level 2 working towards level 3
Responsibilities/ Extra Information: Excellent benefits including competitive salary (dependent on experience), generously discounted childcare for staff, further studying opportunities, pension and bonus scheme

We are looking for an experienced Deputy Nursery Manager to join our new Montessori setting. This is an excellent opportunity for a passionate individual looking for a new challenge. As a new setting, the successful applicant will have an opportunity to mould the role, and the day to day running of the nursery, to help us be an outstanding setting.

The appointed candidate will hold a minimum level 3 qualification in childcare, with at least one years' experience in a Deputy Management or Supervisory role. Excellent knowledge of the EYFS syllable, experience of dealing with Ofsted and outside agencies and dealing with staffing issues, are all essential criteria. A Montessori qualification and experience of a Montessori setting is highly desirable but not essential

This is a hands on role so you need to be able to work calmly under pressure whilst keeping your team engaged.

Due to the nature of this job, candidates will be subject to UK eligibility checks together with Disclosure and Barring Service (DBS) checks.

Salary: £19,000-£22,000
Contact: Tel: 07957 230 839 or Email: info@yourmontessori.co.uk
Closing Date: Saturday 11 November 2017

Title: Montessori Teacher

Organisation: Your Montessori Pre-School & Day Nursery
Location: Church Road, Iver Heath, Slough, SL0 0RD
Hours: 40 hrs per week, rotating shifts between 07.30-18.30
Qualifications/ Experience: Level 3 or level 2 working towards level 3
Responsibilities/ Extra Information: Excellent benefits including competitive salary (dependent on experience), generously discounted childcare for staff, further studying opportunities and pension scheme

We are looking for an experienced Montessori Teacher to join our new Montessori setting. This is an excellent opportunity for a passionate individual looking for a new challenge. As a new setting, the successful applicant will have an opportunity to tailor the role to help us be an outstanding setting.

The appointed candidate will hold a Montessori qualification and will have excellent knowledge of the EYFS syllable and how Montessori values are incorporated into the syllable. Experience of dealing with Ofsted is therefore essential.

This is a hands on role so you need to be able to work calmly under pressure whilst keeping your class engaged.

Due to the nature of this job, candidates will be subject to UK eligibility checks together with Disclosure and Barring Service (DBS) checks.

Salary: £18,000-£22,000
Contact: Tel: 07957 230 839 or Email: info@yourmontessori.co.uk
Closing Date: Saturday 11 November 2017

Title: **Nursery Practitioner**

Organisation: Your Montessori Pre-School & Day Nursery
Location: Church Road, Iver Heath, Slough, SL0 0RD
Hours: 40 hrs per week, rotating shifts between 07.30-18.30
Qualifications/ Level 3 or level 2 working towards level 3
Experience:
Responsibilities/ Excellent benefits including competitive salary (dependent on experience),
Extra Information: discounted childcare for staff, further studying opportunities and pension

We are looking for an experienced Nursery Practitioner to join our new Montessori setting. This is an excellent opportunity for a passionate individual looking for a new challenge.

The appointed candidate will hold a minimum level 2 qualification in childcare, with knowledge of safeguarding and first aid.

Excellent knowledge of the EYFS syllabus is essential.

A Montessori qualification and experience of a Montessori setting is desirable but not essential.

Day to day duties will involve caring for all the children in the setting, monitoring and tracking the development of key children and general childcare duties such as craft activities, story time, assisting with their personal hygiene, supervising outdoor play and generally keeping the children entertained and stimulated.

Due to the nature of this job, candidates will be subject to UK eligibility checks together with Disclosure and Barring Service (DBS) checks.

Salary: £15,600 - £18,720 dependent on experience
Contact: Tel: 07957 230 839 or Email: info@yourmontessori.co.uk
Closing Date: Saturday 11 November 2017

Title: Nursery Nurse/Assistant

Organisation: The Marlow Day Nursery LTD
Location: Sandygate Road, Marlow, SL7 3AZ
Hours: 08:00am – 18:00pm
Qualifications/Experience: Level 2 or Level 3 qualification in Childcare
Responsibilities/Extra Information: As a Nursery Nurse, you will plan for, carry out a variety of activities and provide a high level of care. Nursery Nurse duties will include:

- Creating a safe, caring and stimulating environment that promotes learning through play
- Working with other team members to plan age appropriate activities
- Engage children in learning and play activities
- Working closely with parents and/or carers, giving them a high standard of customer service
- Working with colleagues and other professionals to make sure that children's needs are met
- Making sure that risk assessments are completed daily

Salary: £14,430

Contact: Tel: 01628 488114 or Email: themarlowdaynursery@gmail.com

Closing Date: Thursday 30 November 2018.

Title: Deputy Supervisor

Organisation: St Mary's Pre-school
Location: St Mary's Church Hall, 141 Marlow Bottom, Marlow, SL7 3PJ
Hours: 08:30am – 15:30pm 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.
- Friendly and flexible approach with good communication skills.

Responsibilities/Extra Information:

- 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: £8.90 per hour

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

Closing Date: Tuesday 31st October 2017

Title: **Qualified Pre-school Assistant (Maternity Cover – may lead to fulltime position)**

Organisation: St Mary's Pre-school

Location: St Mary's Church Hall, 141 Marlow Bottom, Marlow, SL7 3PJ

Hours: 08:30am – 12:30pm / 11:45am – 15:30pm. Minimum 2 sessions per week.

**Qualifications/
Experience:**

- Hold NVQ Level 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
- 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 of children, liaising closely with parents/carers and ensuring each child's needs and recognised and met.
- To keep up to date records and writes 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 learnt as part of the job.

**Responsibilities/
Extra Information:**

Salary:

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

Closing Date: Tuesday 31st October 2017

Title:	EYFS Practitioner/ Qualified Early Years Assistant
Organisation:	Bledlow Pre School
Location:	Bledlow Village Hall, Chinnor Road, Bledlow, HP27 9QF
Hours:	Part time. Approx. 16 hours per work, 38 weeks a year. Term time only.
Qualifications/ Experience:	<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"> • A sound knowledge and understanding of the EYFS; • A sound understanding of child development • A strong understanding of safeguarding requirements • A good standard of literacy and numeracy and excellent communication skills; • A good working knowledge of ICT and an ability to use Microsoft office applications, email and the internet. • The ability to work in a positive manner with colleagues and as part of a team • The ability to communicate effectively and professionally with parents/carers and other professionals. • 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 • The willingness to attend training courses and to keep up to date with the latest ideas and developments in the Early Years field • The ability to keep clear and appropriate records on children and their progress • The ability to be organised, methodical and able to work independently on own initiative • Robust mental and physical health
Responsibilities/ Extra Information:	See attached for full details
Salary:	Range from £8.00 to £9.00 per hour subject to qualifications and experience.
Contact:	Tel: 07866 488 519 or Email: manager@bledlowpreschool.com
Closing Date:	Saturday 30 October 2017

Title:	Early Years Practitioner
Organisation:	Christmas Cottage Nursery
Location:	Haw Lane, Bledlow Ridge, Bucks
Hours:	08:00am – 18:00pm Monday to Friday
Qualifications/ Experience:	Level 3 in Early Years for Early Years Practitioner, or Level 4-6 desirable for Supervisor/Manager
Responsibilities/ Extra Information:	To be discussed at interview
Salary:	Dependent on qualifications and experience, starting from £16,500 for newly qualified/trainees.
Contact:	Tel: 01494 481714 or Email: jenny@christmascottage.plus.com
Closing Date:	Friday 10 November 2017

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

Title: Manager

Organisation: Little Acorns Kindergarten
Location: Wharf Road, Wendover, Buckinghamshire HP22 6HF

Hours: 8am to 4pm – Monday to Friday – Term time

**Qualifications/
Experience:**

- Qualified to Level 3 or above in Early Years and Childcare
- Safeguarding for the Designated person and First Aid Trained
- Understand/have experience of how to implement the EYFS within a preschool setting.
- Previous experience of working with children within an early years setting and being a key person.
- Proven ability to run a setting, lead and support the staff alongside a Senior Deputy and Deputy.
- Ability to work as a team, not afraid to partake in all roles within the Kindergarten if/when required.
- Commitment, pride and passion

**Responsibilities/
Extra Information:** Little Acorns is a nonprofit making charity, run from a purpose-built building on the school site in Wendover alongside the John Hampden Infant School, Wendover CofE Junior School and the John Colet.

Our opening hours are currently 9.00am to 3.30pm, we also offer breakfast club which starts at 8.30am. We welcome children between the ages of 2½ and 4¼ years. We have a large playroom and smaller quiet room, outside space accessible all year round and utilise the playing fields around us.

'Little Acorns' is registered with Ofsted and we were last inspected in June 2016 when we were given an 'outstanding' judgement in all areas. Please see our website for more information www.littleacornswendover.org.

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

- To supervise, effectively, on a day to day basis the Kindergarten team to provide safe, high quality care and education for young children in accordance with the policies and procedures, including safeguarding and Equality of Opportunities, of the setting and in relation to the Early Years Foundation Stage.
- To fulfil legal and statutory requirements.
- Be the nominated person for Ofsted
- Ensure the Kindergarten is sustainable with a positive vision and successful
- Produce and maintain all policies and procedures for the setting to run effectively
- To act as a Key Person for a specified group of children, becoming a secure base and forming a firm relationship with the children and their families
- To maintain learning journals and records for those children

Salary:

Dependent on experience

Contact:

Tel: 01296 625787 or email: enquiries@littleacornswendover.org

Closing Date:

Monday 30 October 2017

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

Title:	Nursery Nurse
Organisation:	Home Farm Day Nursery
Location:	Winslow Road, Swanbourne, Milton Keynes, MK17 0SW
Hours:	40 hours per week (across 4 days). Start date asap.
Qualifications/ Experience:	<ul style="list-style-type: none"> • NVQ Level 3 or equivalent • To be punctual • Experience in planning • Experience in record keeping • Experience in report writing • Team player • Innovative, dynamic and independently able to carry out duties • Flexibility and adaptability • Ability to communicate effectively at all levels
Responsibilities/ Extra Information:	<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"> • Ensure a safe, stimulating happy and well organised environment by adhering to all Policies and Procedures of Home Farm Day Nursery. • Provide the children with the highest quality of care and education. • Support all areas of organisation in the Early Years Foundation Stage including completing observations, assessments and learning journals. • To supervise mealtimes and where appropriate, prepare babies bottles • To play an active part in the housekeeping duties across the Nursery • Work from your own initiative and within a team. <p>Promote inclusion and equal opportunities throughout the nursery</p>
Salary:	Competitive
Contact:	Tel: 01296 720835 or Email: office@homefarmnursery.co.uk
Closing Date:	Friday 3 November 2017

Title:	Nursery Nurse/Assistant – Lunchtime Cover and Relief
Organisation:	Home Farm Day Nursery
Location:	Winslow Road, Swanbourne, Milton Keynes, MK17 0SW
Hours:	11:30am – 14:30pm Monday – Friday for lunch cover. Relief cover as and when needed.
Qualifications/ Experience:	<p>Have a passion to work with children and young people/ Have the ability to work off their own initiative and within a team.</p>
Responsibilities/ Extra Information:	<p>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"> • Fully supporting the Nursery by promoting a safe, stimulating, child-centered environment. • To supervise mealtimes and where appropriate, prepare babies bottles. • To ensure all children are being provided a range of learning opportunities at the appropriate level to enable them to learn and develop in all areas using the Early Years Foundation Stage. • To promote inclusion and equal opportunities throughout the nursery. • To monitor and maintain the day-to-day hygiene of the rooms <p>To ensure the general safety, welfare and behaviour of the children and staff.</p>

Salary:
Contact:
Closing Date:

Competitive
Tel: 01296 720835 or Email: office@homefarmnursery.co.uk
Friday 3 November 2017