

**Updated: Friday,
January 12, 2018**

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.

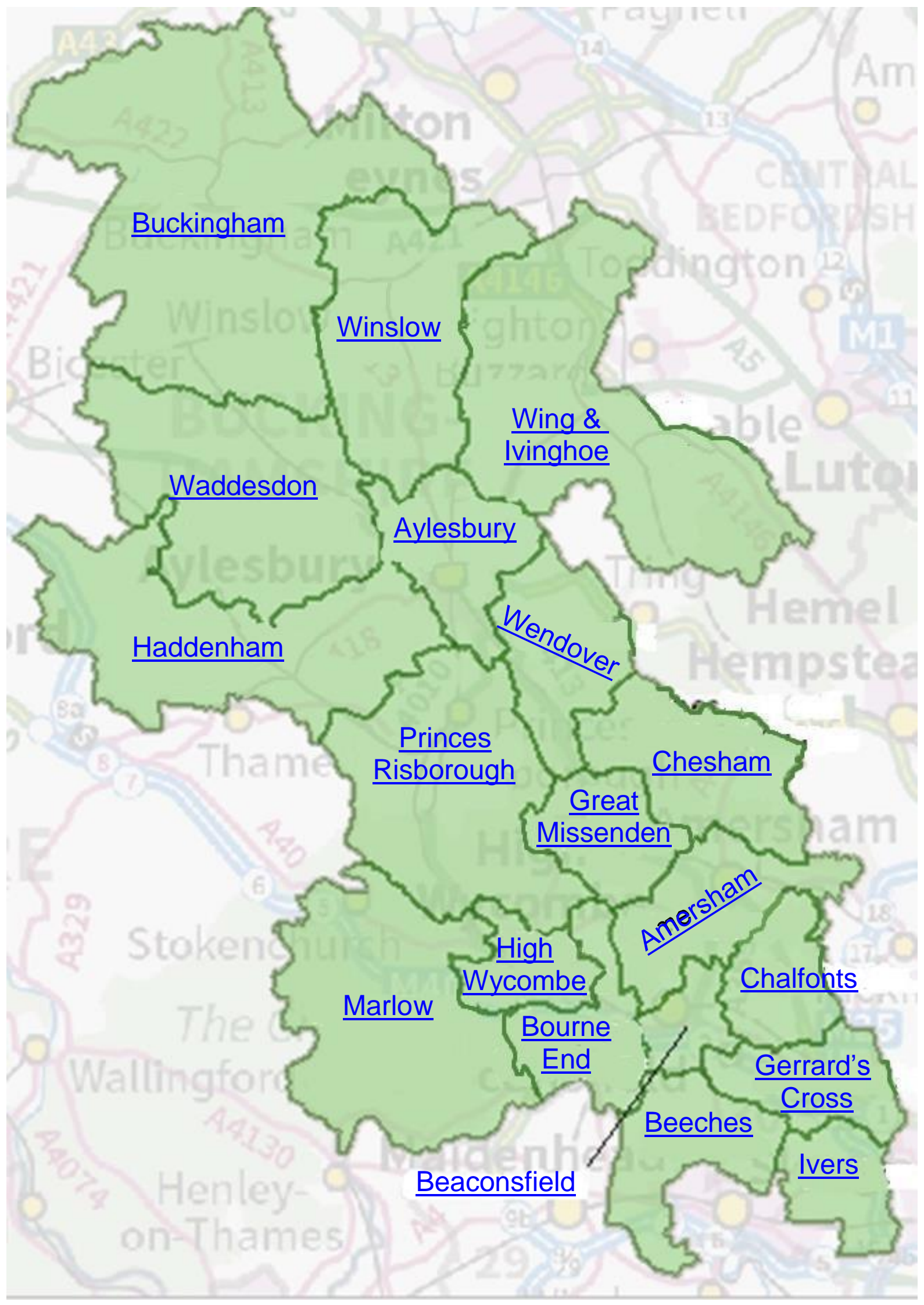
Want to Advertise?

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

Beaconsfield

Beeches

Ivers

Date Loaded	Job Role	Setting	Area	Closing Date
13/12/2017	Nursery Leader/Early Years Practitioner	St Louis Catholic Primary School	Aylesbury	10/01/2018
13/12/2017	Qualified Nursery Practitioner – Level 2 or Level 3	Hungry Caterpillar Day Nurseries	Chalfonts	14/01/2018
22/12/2017	Play Assistant	Buckingham Pre-School Playgroup	Buckingham	14/01/2018
13/12/2017	Early Years Practitioner	Aston Clinton Pre-School	Wendover	15/01/2018
28/12/2017	Nursery / Montessori Practitioner	Manor Grove Montessori	Buckingham	15/01/2018
03/01/2018	Level 3 Pre-School Practitioner - long term contract	Topsy Turvy Pre-school	Aylesbury	19/01/2018
09/01/2018	Pre-school Assistant	New Millside Pre-school	Aylesbury	23/01/2018
13/12/2017	Nursery Cook/Chef	Hungry Caterpillar Day Nurseries	Chalfonts	25/01/2018
09/01/2018	Nursery Nurse – TODDLER ROOM	Tiny Acorns Nursery	Haddenham	26/01/2018
09/01/2018	Nursery Nurse – BABY ROOM 3 months to 18 months old	Tiny Acorns Nursery	Haddenham	26/01/2018
09/01/2018	Trainee Nursery Nurse	Tiny Acorns Nursery	Haddenham	26/01/2018
09/01/2018	Deputy Leader	The Woodland Pre-School	High Wycombe	26/01/2018
12/01/2018	Playworker	John Hampden Out of School Care	Wendover	26/01/2018
08/12/2017	Nursery Practitioner	Child First Pre-School	Aylesbury	31/01/2018
22/12/2017	Early Years Practitioner/Trainee	Christmas Cottage Nursery	Princes Risborough	31/01/2018
08/01/2018	Room Leader, Maternity Cover	Home Farm Day Nursery	Winslow	31/01/2018
09/01/2018	Special Needs Assistant	Tiny Acorns Nursery	Haddenham	09/02/2018
09/01/2018	Preschool Manager	Jack in the Box Preschool	Wendover	12/02/2018
12/01/2018	Play Assistant	Little Acorns Kindergarten	Wendover	14/02/2018
12/01/2018	Play Assistant	Little Acorns Kindergarten	Wendover	14/02/2018
04/01/2018	Manager – Out of School Clubs	Busy Living @ Green Ridge	Aylesbury	28/02/2018
04/01/2018	Playworker	Busy Living @ Bearbrook	Amersham	28/02/2018

Title:	Playworker
Organisation:	Busy Living @ Bearbrook
Location:	Woodside Avenue, Amersham, HP6 6EG
Hours:	Flexible days/hours for all clubs. Breakfast Club runs 07:30-08:50, After School Club from 15:00-18:00 and Holiday Club from 08:00-18:00. Can offer 16 hours per week minimum if required.
Qualifications/ Experience:	Experience in caring for children within the 4-11 year group. Early Years background preferred although it is a requirement to train and learn through this role. There may be the opportunity to take qualification training if you wish. Possibilities for advancement within Busy Living depending on the right candidate.
Responsibilities/ Extra Information:	Working as part of a team planning and implementing activities in a playwork setting. Maintaining registers, policies, communication.
Salary:	Depending on experience and up to £7.75ph
Contact:	Tel: 01494 722318 or Email: info@busy-living.co.uk
Closing Date:	Wednesday 28 February 2018

Title: Nursery Practitioner

Organisation: Child First Pre-School
 Location: Green End, Aylesbury, Bucks, HP20 2SA
 Hours: 8-1 all year round or term time
 Qualifications/ Experience: Qualified or unqualified and willing to take on a qualification.
 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:
 Contact: Tel: 01296 392516 or Email: Aylesbury@childfirst.co.uk
 Closing Date: Wednesday 31 January 2018

Title: Nursery Leader/Early Years Practitioner

Organisation: St Louis Catholic Primary School
 Location: Harris Court, Aylesbury, Bucks, HP20 2XZ
 Hours: 8.00am – 4.00pm. 39 weeks per year. Permanent
 Qualifications/ Experience: Level 3 or above fully relevant Early Years qualification.
 Responsibilities/ Extra Information: We are looking for someone who will:

- Be able to create a Nursery environment where children flourish
- Inspire and Motivate our children with a love of learning
- Have high expectations of children's achievements and development
- Work effectively within a strong committed team, including our Early Years Assistant Head
- Take a full and active role in all parts of school life

Our school can offer you:

- The opportunity to develop our new purpose-built Nursery from scratch
- Work with supportive staff, families and children who are eager to learn
- Excellent training and professional support
- Guidance from our Early Years Leader
- School pay and conditions based around term time working

Visits to the school are encouraged. Please contact the school office to arrange a tour or for an application pack.

Salary: Bucks Pay Range L2 PT 15 – L3 PT 20 (Depending on experience and qualifications)
 Contact: Tel: 01296 488915 or Email: office@stlouisrcc.bucks.sch.uk
 Closing Date: Wednesday 10 January 2018

Title: Level 3 Pre-School Practitioner - long term contract

Organisation: Topsy Turvy Pre-school
 Location: Village Hall, School Approach, Weston Turville, Bucks, HP22 5RW
 Hours: Monday, Tuesday and Thursday 8:15am- 1.00pm
 Wednesday and Friday 8:15am - 12:30pm Term time

- Qualifications/
Experience:
- A relevant level three qualification in Childcare is preferred. A relevant level two qualification in Childcare with a strong commitment to training will be considered.
 - Experience of working with children aged 2-5
 - To have a sound knowledge of the EYFS
 - Up to date core training desirable
 - The confidence to take an active part in the Pre School team
 - Full 12 hour pediatric first aid certificate
 - Food hygiene certificate (preferable but not essential as training can be provided)

Responsibilities/
Extra Information:

Responsibilities will include:
To work as part of our experienced, dedicated and hardworking staff team within the EYFS Guidelines.
To assist in setting up and clearing away of all activities and equipment, ensuring that all toys and equipment are clean and safe at all times.
To act as a key worker to a small group of children, liaising closely with parents/Carers, ensuring each child's needs are recognised and met, including making observations and key work planning.
Work to provide and maintain a safe, inclusive, supportive, exciting and nurturing environment for young children to learn and thrive in.
To be a positive role model.
To contribute to and uphold all of the Pre School Policies and working practices.
The safeguarding and Welfare of our children is paramount. Successful candidates will undergo two references and an Enhanced Criminal Record Check through the Disclosure and Barring Service prior to starting with us.
Relevant training courses will be provided.
Full Job Description available on request

Salary:

£8.20 per hour

Contact:

Tel: 07920 425322 or Email: HR@TopsyTurvy-preschool.co.uk

Closing Date:

Friday 19 January 2018

Title: Manager – Out of School Clubs

Organisation:

Busy Living @ Green Ridge

Location:

Berryfields, Aylesbury

Hours:

Breakfast Club 07:20-09:00, After School Club 15:00-18:00 and holiday club work (optional) or fixed days/hours 8-6pm during all school holiday periods

Qualifications/
Experience:

Minimum Level 2. You must have a proven background in childcare and management experience.

Responsibilities/
Extra Information:

Managing all aspects of running these extended services clubs and implementing OFSTED and EYFS safeguarding and welfare requirements. Must be capable of deploying and organising staff, preparing termly planning incorporating a broad range of games and activities, communicating with parents and school staff, dealing with all necessary paperwork and be enthusiastic, energetic and fun!

Salary:

£10.50+ per hour depending on experience/qualifications

Contact:

Tel: 01494 722318 or Email: info@busy-living.co.uk

Closing Date:

Wednesday 28 February 2018

Title: Pre-school Assistant

Organisation: New Millside Pre-school

Location: The premises are located on the site of Broughton Infant School, shared with a Children's Centre.

Hours: Open for ten sessions a week during term time, 9am until 3.30pm, 38 weeks in total.

Qualifications/
Experience:

Essential Criteria

- Good physical and mental health. Sufficient hearing, sight and English language (spoken and written) to be able to talk to children and parents and to read and record notes on children.
- Be punctual

- NVQ Level II or above
- An understanding of child development and children's needs.
- An ability to identify and refer problems.
- Willingness to learn.
- A satisfactory enhanced DBS check with confirms suitability to work with children, will be applied for on successful application.
- Commitment to diversity and equal opportunities.
- An understanding and acceptance of the aims and policies of the group.
- Friendly, flexible, non-judgemental and helpful.
- Ability to work as part of a team and using own initiative
- Ability to communicate effectively with staff, children and parents.
- Willingness to attend training as directed by the Pre-school Manager

Desirable Criteria

Experience of working in a pre-school setting

First Aid Certificate

Food Hygiene Level I

Recent experience of working with children under 5

A uniform of fleece and t shirts will be provided.

Responsibilities/
Extra Information:

Responsible To: Pre-school Manager / Chair of Committee

Purpose:

- To work as a key-person and part of a team
- To provide safe, high quality education & care for pre-school children; to fulfil legal & statutory requirements; to contribute to and implement pre-school policies & procedures.

Main Duties:

- To act as a key-person to a group of children, liaising closely with parents/carers and ensuring each child's needs are recognised & met. Maintain accurate & complete records for all key children.
- To ensure the pre-school is a safe environment for children, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times and fire drills are practiced regularly.
- Participation in completion of risk assessments, daily register, accident, incident & pre-existing injury forms & Ofsted self-evaluation forms.
- To be a member of a multi-disciplinary team, communicating & working together to create an environment in which children's development is fostered and in which good relationships with parents/carers grow.

- To assist with the planning of the curriculum and evaluate activities.
 - To take part in peer observations.
 - To have an understanding of children's developmental requirements.
 - To organise play facilities, set out and supervise appropriate stimulating activities.
 - To teach and model basic skills such as personal hygiene and social skills.
-
- Read stories to small and large groups.
 - To assist in the preparation and cleaning up of activities.
 - To assist in the personal hygiene and nappy changing of children.
 - To encourage positive behaviour by presenting yourself as a good role model.
 - To advise the Pre-school Manager of any concerns e.g children's developmental needs, safeguarding, parents/carers or the safety of equipment, preserving confidentiality as necessary.
 - To be aware of any special needs a child may have and to familiarise oneself with relevant individual education plans.
 - To adhere to the pre-school policies & procedures.
 - To attend regular meetings and relevant external and in-house training courses as directed.
 - Meet with parents/carers at least twice a year to discuss their child's progress and needs and suggest ways they can promote learning and development.
 - Meet with other professionals to discuss a child's needs.
 - To ensure confidentiality at all times, regarding the children, their families and staff, which is acquired as part of the job.
 - To keep up-to-date with current good practice.
 - Administer medication as directed.
 - To take part in special events, outings and visits when required.
 - To undertake any other reasonable duties as directed by the Pre-school Manager, Deputy or Committee Chair.

This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any Orders which have been made against them.

Salary:

Contact:

Tel: 01296 489457 or Email: office@newmillsidepre-school.co.uk

Closing Date:

Tuesday 23 January 2018

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:	Play Assistant
Organisation:	Buckingham Pre-School Playgroup
Location:	Buckingham Town CC, Bourton Road, Buckingham MK18 1BG
Hours:	Minimum of 21 hours per week
Qualifications/ Experience:	Level 3 in Child care. Grades A-C In Maths and English Language GCSE and knowledge of Tapestry on line learning journey would be helpful.
Responsibilities/ Extra Information:	To be a Key worker to allocated children and update their On line Journals ensuring children are meeting expected levels of Development according to the EYFS. To carry out roles and responsibilities highlighted in the Job description and set by the Deputy Play Leader and Play Leader..
Salary:	TBC
Contact:	Tel: 07549 930745 or 01280 816228 or Email: bpspgleader@gmail.com or karen@buckinghampreschool.co.uk
Closing Date:	Sunday 14 January 2018

Title:	Nursery / Montessori Practitioner
Organisation:	Manor Grove Montessori
Location:	Manor Farm Bungalow, Church Lane, Tingewick, Bucks, MK18 4RB
Hours:	Full time = four days a week 7.45am – 6pm and one day 7.45am – 1pm
Qualifications/ Experience:	Ideally NVQ level 2 /3 or a Montessori qualification. To have had experience working within a baby room, but this is not essential.
Responsibilities/ Extra Information:	To ensure the safeguarding and welfare of the children at all times, while providing a stimulating environment, which will help the children to flourish and grow. To ensure the children's daily routines are met and to keep e-learning logs on the children's development. To be able to work as part of a small team.
Salary:	Dependent on experience and qualifications
Contact:	Tel: 01280 848626 or Email: felicity.fenemore@btinternet.com
Closing Date:	Monday 15 January 2018

Title: Qualified Nursery Practitioner Level 2 or Level 3**Organisation:** Hungry Caterpillar Day Nurseries**Location:** 29 High Street, Chalfont St Peter, SL9 9QE**Hours:** 40 hours a week – Monday to Friday**Qualifications/
Experience:****Essential criteria**

1. Willingness to learn.
2. Level 2 or 3 early years education and childcare qualification or equivalent.
3. Previous experience of working with young children.
4. Sound knowledge of child development for children from birth to five years.
5. Knowledge of the Early Years Foundation Stage (EYFS).
6. Knowledge of child protection procedures.
7. Good communication skills.
8. An understanding of play based approaches to children's learning and development.
9. Commitment to equal opportunities.
10. Commitment to working effectively with young children and families.
11. Friendly and flexible approach at work which facilitates the development of effective relationships.

Desirable criteria

1. Willingness to undertake further training.
2. Current First Aid at Work qualification.
3. Current Food Hygiene certificate.

Terms and conditions

Hours: 40 per week

Salary range: Dependent on qualification and experiences

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require a Disclosure Barring Scheme check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.

**Responsibilities/
Extra Information:****Main duties**

1. To assist with the planning of the curriculum using the Early Years Foundation Stage (EYFS) curriculum for guidance.
2. To help to set up the playroom(s) for the daily programme and to help tidy away at the end of the session.
3. To act as a key person to a small group of children, liaising closely and building an effective relationship with parents/carers and ensuring each child's needs are recognised and met.
4. Work in partnership with parents/carers and other family members.
5. To advise the Manager of any concerns e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary.
6. To teach children, offering an appropriate level of support and stimulating play experiences.
7. To ensure that children are kept safe and that you understand when to follow child protection procedures.

8. To support meal times within the setting.
9. To actively participate at team meetings, supervisor meetings and appraisal meetings.
10. To attend training courses as required and to take responsibility for your development.
11. To keep completely confidential any information regarding the children, their families or other staff, which is required as part of the job.
12. To be aware of and adhere to all the setting's operational policies and procedures, e.g. health and safety, fire precautions, dropping off and collection of children, food safety, cleanliness of the setting etc.
13. To ensure that adequate records are kept and updated regularly.
14. Look upon the nursery as a 'whole'. Be flexible within your working practises and be constantly aware of the changing needs of the children and nursery.
15. To promote the nursery to current parents and potential customers.
16. To undertake any other reasonable duties as directed by the Manager, in accordance with the setting's business plan/objectives.

Salary: Up to £8.40 an hour (£17,472.00 based on 40 hours a week) for a Level 3

Contact: Tel: 01895 543185 or Email: hr@hungrycaterpillars.co.uk

Closing Date: Sunday 14 January 2018

Title: **Nursery Cook/Chef**

Organisation: Hungry Caterpillar Day Nurseries

Location: 29 High Street, Chalfont St Peter, SL9 9QE

Hours: (Monday to Friday) – 35 hours a week

Qualifications/ **Essential criteria**

Experience:

1. Relevant qualification in food safety/catering.
2. Good communication skills.
3. Commitment to equal opportunities.
4. Current food hygiene certificate.
5. Friendly and flexible approach at work which facilitates the development of effective relationships.

Desirable criteria

1. Willingness to learn and to undertake further training.
2. Some experience of working with young children.
3. Current First Aid at Work qualification.

Responsibilities/ **Main duties**

Extra Information:

1. To Support the running of the kitchen on a day to day basis, preparing and cooking fresh food for snacks, lunch and tea.
2. To implement the daily routine of cleaning and cooking.
3. To be responsible for monitoring and registering appliance temperatures and maintaining the temperature charts.
4. Planning healthy and nutritious menus.
5. To liaise with the/cook/staff/Manager members regarding children's allergies, dietary requirements or preferences.
6. To be flexible within the working practises e.g. preparations of snack/meals, washing up etc.
7. To advise the Manager of any concerns e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary.
8. To ensure that children are kept safe and that you understand when to

follow child protection procedures.

9. To support meal times within the setting.
10. To actively participate at team meetings, supervisor meetings and appraisal meetings.
11. To keep completely confidential any information regarding the children, their families or other staff, which is required as part of the job.
12. To work within the food hygiene standards and the relevant health and safety regulations.
13. To be aware of and adhere to all the setting's operational policies and procedures, e.g. health and safety, fire precautions, food safety, cleanliness of the setting etc.
14. To ensure that adequate records are kept and updated regularly.
15. To promote the nursery to current parents and potential customers.
16. To undertake any other reasonable duties as directed by the Room Leader/Manager, in accordance with the setting's business plan/objectives.

Salary: £8.50 - £12.00 per hour

Contact: Tel: 01895 543185 or Email: hr@hungrycaterpillars.co.uk

Closing Date: Thursday 25 January 2018

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: Special Needs Assistant

Organisation: Tiny Acorns Nursery
Location: Grounds of Long Crendon School, Chilton Road, Long Crendon, Buckinghamshire, HP18 9BZ
Hours: Part-time Monday, Thursday and Friday (although days may be flexible for the right candidate)

9 hour shift plus 1 hour for breaks unpaid. Start time 8am – 6pm. 27 hours a week total.

Qualifications/ Experience: Nursery experience or special needs experience preferable but not essential. First Aid is necessary but can be provided by the nursery if needed. All specific training will be provided in-house.

We are looking for a person who either has experience in special needs or who is very keen to learn and develop a skill set in subjects such as physiotherapy, sensory play and speech/language therapy including makaton.

Responsibilities/ Extra Information: The successful applicant will be caring on a one to one basis for a child with a neurodevelopmental disorder with significant physical and learning disabilities. You will be responsible for administering daily medication and special feeding requirements and many additional needs. The applicant must be looking for a very rewarding role, and be able to form close bonds, have good perception, and be able to cope patiently and calmly with challenging behaviour at times. You must also be a highly motivated and enthusiastic carer who encourages the maximum development in all areas.

You will be working within the wider nursery team, so will share some of the wider room responsibilities and you must be a good communicator and team worker.

You will be required to adhere to all the Policies & Procedures of Tiny Acorns Nursery, ensuring compliance with the Children Act, Health and Safety legislation, all within the requirements and guidelines laid down by Ofsted and the EYFS.

The safeguarding of children is of paramount importance in all aspects of our provision. All applicants require a DBS check and two references prior to appointment.

Salary: Full-time equivalent of £17k+ salary pro-rated for part-time hours worked
 Annual bonus each April
 Annual pay review each September
 Company pension scheme available
 Full-time equivalent of 20 days holiday per annum plus all bank holidays (8)

Contact: Tel: 07771332174 or Email: office@tinyacornsnursery.co.uk

Closing Date: Friday 9 February 2018

Title: Nursery Nurse – TODDLER ROOM

Organisation: Tiny Acorns Nursery
Location: Grounds of Long Crendon School, Chilton Road, Long Crendon, Buckinghamshire, HP18 9BZ
Hours: Full time Monday – Friday

8 hour shift plus 1 hour for breaks unpaid. Shifts between 8am – 6pm. Some overtime required on a rota basis.

Qualifications/ Experience: We are seeking an experienced practitioner who is qualified in childcare to NVQ Level 3, or to NVQ Level 2 with an aspiration to achieve Level 3 NVQ during 2017. Experience of working in a nursery and key worker duties is required. A good working knowledge of the Early Years Foundation Stage is

needed so you can become a key worker following your induction period. All in-house training on policies and procedures will be provided.

Successful applicants have the rare opportunity to join a nursery rated as Outstanding by Ofsted in September 2015. We are a team of enthusiastic and capable individuals looking for the next member of our team who wants a rewarding career in childcare. They will be hardworking and committed, have good communication skills, a passion for childcare and very high standards. They must be an excellent team player, willing to get involved in all aspects of the nursery, support others and make a difference, enhancing the service the nursery provides.

**Responsibilities/
Extra Information:**

The role will be as key worker to a group of children, completing their EYFS diaries and carrying out observations. Individuals will need to have some experience of applying the EYFS and put into practise their skills learned from Level 2 or 3 qualifications. They will need to be comfortable working inside and outside and have the ability to deliver activities that cover the full spectrum of the EYFS. They will need to be confident to feed back to parents on a daily basis. They will need to work as part of a team planning daily activities to develop all aspects of the children's individual development within the framework of the Early Years Foundation Stage. They will need to participate in regular parents' evenings, publicity and children's outings.

They will be required to adhere to all the Policies & Procedures of Tiny Acorns Nursery, ensuring compliance with the Children Act, Health and Safety legislation, all within the requirements and guidelines laid down by Ofsted and the EYFS.

The safeguarding of children is of paramount importance in all aspects of our provision. All applicants require a DBS check and two references prior to appointment.

Salary:

£15.5k - £18k dependant on candidate
Annual bonus each April
Annual pay review each September
Company pension scheme
20 days holiday plus all bank holidays (8)

Contact:

Tel: 07771332174 or Email: office@tinyacornsnursery.co.uk

Closing Date:

Friday 26 January 2018

Title:

Nursery Nurse – BABY ROOM 3 months to 18 months old

Organisation:

Tiny Acorns Nursery

Location:

Grounds of Long Crendon School, Chilton Road, Long Crendon,
Buckinghamshire, HP18 9BZ

Hours:

Full time Monday – Friday

8 hour shift plus 1 hour for breaks unpaid. Shifts between 8am – 6pm. Some overtime required on a rota basis.

**Qualifications/
Experience:**

We are seeking an experienced practitioner who is qualified in childcare to NVQ Level 3, or to NVQ Level 2 with an aspiration to achieve Level 3 NVQ during 2017. Experience of working in a nursery and key worker duties is required. A good working knowledge of the Early Years Foundation Stage is needed so you can become a key worker following your induction period. All in-house training on policies and procedures will be provided.

Applicants with nursery experience are preferred, and with this age group is an advantage but not essential.

Successful applicants have the rare opportunity to join a nursery rated as Outstanding by Ofsted in September 2015. We are a team of enthusiastic and capable individuals looking for the next member of our team who wants a rewarding career in childcare. They will be hardworking and committed, have

good communication skills, a passion for childcare and very high standards. They must be an excellent team player, willing to get involved in all aspects of the nursery, support others and make a difference, enhancing the service the nursery provides.

**Responsibilities/
Extra Information:**

The role will be as key worker to a group of babies, caring for them on a 1 to 3 ratio day to day. The applicant will be responsible for completing their EYFS diaries and carrying out observations. Individuals will need to have some experience of the EYFS and put into practice the skills learned from Level 2 or 3 qualifications. They will need to be comfortable working inside and outside and have the ability to deliver activities that cover the full spectrum of the EYFS for this age group. They will need to be confident to form strong bonds with parents and feed back to them on a daily basis. They will need to work as part of a team planning daily activities to develop all aspects of the children's individual development within the framework of the Early Years Foundation Stage. They will need to participate in regular parents' evenings, publicity and children's outings.

They will be required to adhere to all the Policies & Procedures of Tiny Acorns Nursery, ensuring compliance with the Children Act, Health and Safety legislation, all within the requirements and guidelines laid down by Ofsted and the EYFS.

The safeguarding of children is of paramount importance in all aspects of our provision. All applicants require a DBS check and two references prior to appointment.

Salary:

£15.5k - £18k dependent on candidate
Annual bonus each April
Annual pay review each September
Company pension scheme
20 days holiday plus all bank holidays (8)

Contact:

Tel: 07771332174 or Email: office@tinyacornsnursery.co.uk

Closing Date:

Friday 26 January 2018

Title:

Trainee Nursery Nurse

Organisation:

Tiny Acorns Nursery

Location:

The Guide and Scout Centre, Coates Lane, Downley, High Wycombe, HP13 5UX

Hours:

Full time Monday – Friday

8 hour shift plus 1 hour for breaks unpaid. Shifts between 8am – 6pm. Some overtime required 2 weeks out of 6 week rota.

**Qualifications/
Experience:**

Candidates should be willing to train on the job as an apprentice for a qualification in childcare, either NVQ Level 2 or NVQ Level 3 (dependent on GCSE's or A level's already gained).

An awareness of the Early Years Foundation Stage is desirable.

Successful applicants have the rare opportunity to join a nursery rated as Outstanding by Ofsted in September 2015. We are a team of enthusiastic and capable individuals looking for the next member of our team who wants a rewarding career in childcare. They will be hardworking and committed, have good communication skills, a passion for childcare and very high standards. They must be an excellent team player, willing to get involved in all aspects of the nursery, support others and make a difference, enhancing the service the nursery provides.

Responsibilities/

The role will initially be training on the job towards a recognised childcare

Extra Information: qualification, with a view to eventually becoming a key worker to a group of children, completing their EYFS diaries and carrying out observations. They will need to be comfortable working inside and outside and have the ability to learn quickly. They will need to work as part of a team planning daily activities to develop all aspects of the children's individual development within the framework of the Early Years Foundation Stage. They will need to participate in regular parents' evenings, publicity and children's outings. They will be required to adhere to all the Policies & Procedures of Tiny Acorns Nursery, ensuring compliance with the Children Act, Health and Safety legislation, all within the requirements and guidelines laid down by Ofsted and the EYFS.

The safeguarding of children is of paramount importance in all aspects of our provision. All applicants require a DBS check and two references prior to appointment.

Salary: £13- £15k dependant on candidate
Annual bonus each April
Annual pay review each September
Company pension scheme
20 days holiday plus all bank holidays (8)

Contact: Tel: 07771332174 or Email: office@tinyacornsnursery.co.uk

Closing Date: Friday 26 January 2018

Title: Key Worker (2 positions available)

Organisation: Castlefield School
Location: The Middleway, High Wycombe, Bucks HP12 3LE
Hours: 8:15am - 3:45pm
Qualifications/ Experience: **Minimum NNEB/NVQ Level 3 (or equivalent qualification)**
Responsibilities/ Extra Information: **General Responsibilities (as on Job Description)**

1. To input and assist with the planning of the curriculum.
2. To help to set up the Nursery each session and maintain a high standard of tidiness and cleanliness.
3. To act as a key worker to a small group of children, liaising closely with parents/carers and ensuring each child's needs are recognised and met.
4. Fostering good home/school links in line with school policy
5. To advise the Room Leader/Lead Teacher of any concerns e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary.
6. To support children's learning and development across all area of the EYFS, offering an appropriate level of support and stimulation.
7. To support children with their personal care.
8. To input to and attend appropriate Nursery staff meetings.
9. To attend in-service training courses and meetings as required.
10. To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.
11. To undertake any other reasonable duties as directed by the Room Leader/Lead Teacher, in accordance with the School's Development Plan and Objectives.
12. To support trainee's and volunteers as appropriate.
13. To comply with all H&S policies/procedures.

Salary: **1B/10-3/20 (£17,768-£22,879) pro rata depending on experience**

Contact: Tel: 01494 436018 or Email: office@castlefield.bucks.sch.uk
Closing Date: Monday 29 January 2018 at midday

Title: Deputy Leader

Organisation: The Woodland Pre-School
Location: The Guide and Scout Centre, Coates Lane, Downley, High Wycombe, HP13 5UX
Hours: Minimum of 2 sessions per week 8.30am – 1pm or 3.00pm
Qualifications/ Experience: Qualified to minimum level 3, ideally safeguarding and first aid trained. Minimum of 2 years' experience in a pre-school setting. An Enhanced DBS will be required.
Responsibilities/ Extra Information: Deputy Leader to plan and lead sessions, supervise a strong experienced staff team, willingness to train in safeguarding and special needs, keyworker to a group of children whilst having an overview of all children.
Salary: Negotiable

Contact: Tel: 01494 521953 or Email: admin@thewoodlandpreschool.co.uk
Closing Date: Friday 26 January 2018

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:	Early Years Practitioner/Trainee
Organisation:	Christmas Cottage Nursery
Location:	Haw Lane, Bledlow Ridge
Hours:	8am-6pm Monday to Friday, however could be flexible for the right candidate
Qualifications/ Experience:	Experience and level 2 or 3 in Childcare/Playwork/Early Years are preferable, however training/formal qualification may be supported for the right candidate.
Responsibilities/ Extra Information:	To be discussed at application
Salary:	Dependent on qualification and experience
Contact:	Tel: 01494 481714or Email: jenny@christmascottage.plus.com
Closing Date:	Wednesday 31 January 2018

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

Title:	Early Years Practitioner
Organisation:	Aston Clinton Pre-School
Location:	Anthony Hall, London Road, Aston Clinton HP22 5HG
Hours:	Potentially 4 x Mornings 8.45-12.45 and one full day 8.45-2.45 plus one morning a week set up from 8
Qualifications/ Experience:	Level 3 or willing to qualify to level 3. You must be calm, patient, caring and hardworking, IT skills would be beneficial.
Responsibilities/ Extra Information:	To work as part of a positive and encouraging early years team providing education in line with EYS. You will be responsible for key children and use online learning journeys to record and plan children's development. Please get in touch for more information or to visit the setting, or to request an application form.
Salary:	Dependent on qualification and experience
Contact:	Tel: 07928 309321 or Email: acpsmanagement@gmail.com
Closing Date:	Monday 15 January 2018

Title:	Preschool Manager
Organisation:	Jack in the Box Preschool
Location:	Scout HQ, Clay Ln, Wendover, Aylesbury HP22 6NS
Hours:	Monday to Thursday: 9am – 3pm Friday: 9am to 12noon.
Qualifications/ Experience:	<p>Are you seeking a new challenge as a professional childcare practitioner?</p> <p>An exciting management opportunity has arisen for a childcare professional to manage The Jack In The Box pre-school in Wendover, Bucks.</p> <p>You will need to be suitably qualified to at least NVQ level 3 or equivalent with a minimum of 3 years' nursery or similar experience, not necessarily as manager but in an equivalent position of authority. You will have a flexible and adaptable approach to the position and be passionate about working in childcare, leading and supporting a team dedicated to achieving high standards and maximising nursery occupancy. This position would suit an experienced professional carer with management experience but more importantly good people skills, looking for a career progression.</p> <p>The successful applicant will, where necessary need to provide 'right to work in the UK' documentation, have a DBS check and supply two satisfactory references prior to commencing employment.</p>
Responsibilities/ Extra Information:	<p>Your duties and responsibilities will include: -</p> <p>Achieving and maintaining high standards of care and pre-school education.</p> <p>Ensuring all the requirements for Ofsted are met.</p> <p>Working alongside the pre-school committee & staff to achieve excellent standards within your setting.</p> <p>Using IT equipment to ensure efficient nursery operation, and statutory staffing compliance.</p> <p>Achieving budgets and occupancy targets for the nursery.</p> <p>Working in partnership with parents and other organisations and provide good customer service.</p>

Marketing your nursery effectively and encouraging prospective parents.

Effectively managing a growing staff team.

£11.36ph

Salary:

Contact:

Tel: 01296 696404 or Email: jackintheboxpreschool@hotmail.co.uk

Closing Date:

Monday 12 February 2018

Title:

Play Assistant

Organisation:

Little Acorns Kindergarten

Location:

Wharf Road, Wendover, Buckinghamshire, HP18 0YQ

Hours:

Term time

To be advised at interview

Start date 10th September 2018

Qualifications/

Experience:

- Qualified to Level 2/3 in Early Years and Childcare
- Safeguarding, Basic Food Hygiene and First Aid Trained
- Understanding of the EYFS within a preschool setting.
- Previous experience of working with children within an early years setting and being a key person.
- Ability to work as a team, not afraid to partake in all roles within the Kindergarten if/when required.
- Commitment, pride and passion
- To work as part of the Pre-school team under the direction of the Kindergarten Manager.
- 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 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.
- Work within the policies and procedures of the preschool.

**Responsibilities/
Extra Information:**

Salary:

£7.50 - £9.00 per hour dependent on experience

Contact:

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

Closing Date:

Wednesday 14 February 2018

Title:

Play Assistant

Organisation:

Little Acorns Kindergarten

Location:

Wharf Road, Wendover, Buckinghamshire, HP18 0YQ

Hours:

Term time

Monday 8.45am – 12.45pm (all day September 2018)

Tuesday 8.45am – 12.15pm

Thursday 11.45am – 3.45pm

Friday 8.45am – 3.45pm

Qualifications/

Experience:

- Qualified to Level 2/3 in Early Years and Childcare
- Safeguarding, Basic Food Hygiene and First Aid Trained
- Understanding of the EYFS within a preschool setting.
- Previous experience of working with children within an early years setting and being a key person.
- Ability to work as a team, not afraid to partake in all roles within the Kindergarten if/when required.
- Commitment, pride and passion
- To work as part of the Pre-school team under the direction of the Kindergarten Manager.

**Responsibilities/
Extra Information:**

- 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 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.
- Work within the policies and procedures of the preschool.

Salary: £7.50 - £9.00 per hour dependent on experience

Contact: Tel: 01296 625787 or Email: enquiries@littleacornswendover.org

Closing Date: Wednesday 14 February 2018

Title: **Playworker**

Organisation: John Hampden Out of School Care

Location: John Hampden School, Wharf Road Wendover, Bucks, HP22 6HF

Hours: Breakfast Club 7.30am - 8.45am four days per week & After School Club 3.00pm-6.15pm Monday to Thursday. Term time only from February 19th 2018

Qualifications/ Experience: Level 2 qualifications in Playwork or Childcare would be preferable but not essential, First Aid and Food Hygiene would be preferable but not essential

Responsibilities/ Extra Information: 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.

Salary: Bucks Pay Range 1A (ISN5 currently £14468), pro rata

Contact: Tel: 01296 622629 or 07506195699 or Email: oosc@jhampden.bucks.sch.uk

Closing Date: Friday 26 January 2018

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

Title:	Room Leader, Maternity Cover
Organisation:	Home Farm Day Nursery
Location:	Winslow Road, Swanbourne, Milton Keynes, MK17 0SW
Hours:	40 hrs p/w (across 4 days). Start date March 2018
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 dutiesFlexibility and adaptability• Ability to communicate effectively at all levels
Responsibilities/ Extra Information:	<p>As a Room Leader you will be expected to lead your team and as such your job will involve supporting the Nursery Manager and Deputy. Your duties will include:-</p> <ul style="list-style-type: none">• To support and work closely with the Nursery Manager and Deputy Manager in the daily running of a specific room.• 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 support all areas of organisation and have sound knowledge in the Early Years Foundation Stage.• To have knowledge of how to deal with accidents, incidents, child protection issues, inclusion and equal opportunities.
Salary:	Competitive
Contact:	Tel: 01296 720835 or Email: office@homefarmnursery.co.uk
Closing Date:	Monday 31 January 2018