

**Updated: Monday,
January 29, 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.

Date Loaded	Job Role	Setting	Area	Closing Date
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
17/01/2018	Deputy Manager	Longwick Pre-School	Princes	31/01/2018
18/01/2018	Deputy Manager	Oak Tree Nursery	Beaconsfield	31/01/2018
15/01/2018	Early Years Practitioner	Marsh Gibbon Preschool	Waddesdon	02/02/2018
24/01/2018	Nursery Manager	Home Farm Day Nursery	Winslow	06/02/2018
15/01/2018	Specialist Teacher	Puzzle Centre	Winslow	08/02/2018
09/01/2018	Special Needs Assistant	Tiny Acorns Nursery	Haddenham	09/02/2018
22/01/2018	Pre-school Assistant with SENCO training	Haddenham Puddleducks Pre-school	Haddenham	09/02/2018
22/01/2018	Pre-school Assistant	Haddenham Puddleducks Pre-school	Haddenham	09/02/2018
26/01/2018	Play Assistant	Buckingham Pre-School Playgroup	Buckingham	09/02/2018
09/01/2018	Preschool Manager	Jack in the Box Preschool	Wendover	12/02/2018
29/01/2018	Pre-School and Out of School Club Assistant	Long Crendon Pre-School and Out of School Club	Aylesbury	12/02/2018
29/01/2018	Pre-School and Out of School Club Deputy Room Leader	Long Crendon Pre-School and Out of School Club	Aylesbury	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
26/01/2018	Childcare Assistant (Contracted Maternity Cover)	Little Oaks Pre-school	Waddesdon	16/02/2018
16/01/2018	Pre-School Assistant	Little Dragons @ Marsh	High Wycombe	19/02/2018
26/01/2018	Bank Staff	Little Oaks Pre-school	Waddesdon	19/02/2018
26/01/2018	Qualified Nursery Practitioner	Childbase Partnership Ltd – Field House Day Nursery	Buckingham	26/02/2018
26/01/2018	Qualified Nursery Practitioner	Childbase Partnership Ltd – Grasshoppers Day Nursery	Aylesbury	26/02/2018
26/01/2018	Qualified Nursery Practitioner	Childbase Partnership Ltd – Willows Day Nursery	Aylesbury	26/02/2018
26/01/2018	Qualified Nursery Practitioner	Childbase Partnership Ltd – Victoria House Day Nursery	Marlow	26/02/2018
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
15/01/2018	Nursery Nurse Assistant	Sandcastle Nursery	High Wycombe	28/02/2018
18/01/2018	Qualified Level 3 Childcare Practitioner	Oak Tree Nursery	Beaconsfield	28/02/2018
22/01/2018	Qualified Pre-School Practitioner	Micklefield Pre-School	High Wycombe	28/02/2018

29/01/2018	Deputy Leader	The Woodland Pre-School	High Wycombe	28/02/2018
29/01/2018	Nursery Nurse, Maternity Cover	Home Farm Day Nursery	Winslow	28/02/2018
23/01/2018	Secretary and Trustee volunteer	Alfred Rose Park Pre-school	Aylesbury	31/03/2018

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: 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: Secretary and Trustee Volunteer

Organisation: Alfred Rose Park Pre-school
 Location: Alfred Rose Park Community Centre, Dunsham Lane, Aylesbury, Bucks HP20 2DW
 Hours:
 Qualifications/ Experience: Qualifications are preferred but not essential
 Responsibilities/ Extra Information: DBS will be required
 We are looking for volunteer members to join our friendly team and are currently looking for a Secretary and Trustee to build our committee. We are a well-established Pre-School which has run for over 40 years by a committee and managed by Mandy Burgess. We meet every few months to discuss roles and responsibilities to move the Pre-School forward and are looking for more volunteers to join us.
 Trustee training will be given in time.
 Salary:
 Contact: Tel: 0780 3555419 or Email: arppreschool@gmail.com
 Closing Date: Saturday 31st March 2018

Title: Qualified Nursery Practitioner

Organisation: Childbase Partnership Ltd – Grasshoppers Day Nursery
Location: Aylesbury, HP21 9PD
Hours: Full time
Qualifications/ Experience: Level 2 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: £8.02 - £9.74 per hour / £16,681 - £20,259 per annum

Contact: Email: recruitment@childbase.com

Closing Date: Monday 26 February 2018

Title: Qualified Nursery Practitioner

Organisation: Childbase Partnership Ltd – Willows Day Nursery
Location: Aylesbury, HP21 8AL
Hours: Full time
Qualifications/ Experience: Level 2 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 or Room Leader 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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- 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: £8.02 - £9.74 per hour / £16,681 - £20,259 per annum

Contact: Email: recruitment@childbase.com

Closing Date: Monday 26 February 2018

Title: Pre-School and Out of School Club Assistant

Organisation: Long Crendon Pre-School and Out of School Club

Location: Chilton Road, Long Crendon, Aylesbury Bucks. HP18 9BZ

Hours: 8.45am – 6.15pm Mon – Thurs, 8.45am – 6pm Fri

Qualifications/
Experience: There may be some flexibility, please contact us to discuss
Level 2 or Level 3 Early Years qualification

Responsibilities/
Extra Information: Previous experience of working with children preferred

You will help to provide fun, stimulating activities for the children, liaising closely with parents/carers and ensuring each child's needs are recognised and met. You will demonstrate a sound understanding of child development, of children's needs and also reflect the Preschool and Out of School Club's commitment to safeguarding and the welfare of children.

Salary: Depending on age and experience

Contact: Tel: 01844 202221 – please use email during the holidays Email: office@longcrendonpreschool.co.uk

Closing Date: Monday 12 February 2018

Title: Pre-School and Out of School Club Deputy Room Leader

Organisation: Long Crendon Pre-School and Out of School Club

Location: Chilton Road, Long Crendon, Aylesbury Bucks. HP18 9BZ

Hours: 8.45am – 6.15pm Mon – Thurs, 8.45am – 6pm Fri

Qualifications/
Experience: There may be some flexibility, please contact us to discuss
Level 3 Early Years qualification

Responsibilities/
Extra Information: Previous experience of working with children preferred

You will help to provide fun, stimulating activities for the children, liaising closely with parents/carers and ensuring each child's needs are recognised and met. You will demonstrate a sound understanding of child development, of children's needs and also reflect the Pre-School and Out of School Club's commitment to safeguarding and the welfare of children. In the absence of the Leader you will take over leadership of the session and ensure staff deployment meets required ratios.

Salary: Depending on age and experience

Contact: Tel: 01844 202221 – please use email during the holidays Email: office@longcrendonpreschool.co.uk

Closing Date: Monday 12 February 2018

Title: Deputy Manager

Organisation: Oak Tree Nursery
Location: The Beaconsfield School, Wattleton Rd, Beaconsfield, HP9 1SJ
Hours: 40 p/w
Qualifications/
Experience: Minimum Level 3 in Childcare and 3 years supervisory experience
Responsibilities/
Extra Information:

- To manage the setting in the absence of the manager.
- To ensure that all children attending the setting are kept safe and receive rich and stimulating play experiences appropriate to their age and stage of development.

Salary: £22,000 - £24,000
Contact: Tel: 01494 675533 or Email: info@oaktreenurserybeaconsfield.co.uk
Closing Date: Wednesday 31 January 2018

Title: Qualified Level 3 Childcare Practitioner

Organisation: Oak Tree Nursery
Location: The Beaconsfield School, Wattleton Rd, Beaconsfield, HP9 1SJ
Hours: 40 p/w
Qualifications/
Experience: Minimum Level 3 in Childcare
Pediatric First Aid is desirable.
Responsibilities/
Extra Information:

- To promote a fun, high quality environment for the children aged from babies to pre-school.
- Ensuring that at all times the Welfare and Learning development

Salary: £16,000 - £18,000
Contact: Tel: 01494 675533 or Email: info@oaktreenurserybeaconsfield.co.uk
Closing Date: Wednesday 28 February 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 additional day being added after Easter
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 / karen@buckinghampreschool.co.uk
Closing Date: Friday 9 February 2018

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: £8.20 - £9.74 per hour / £17,056 - £20,259 per annum
Contact: Email: recruitment@childbase.com
Closing Date: Monday 26 February 2018

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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: Pre-school Assistant with SENCO training

Organisation: Haddenham Puddleducks Pre-school
Location: Scout & Guide Centre, Banks Park, Haddenham, Buckinghamshire, HP17 8EE
Hours: Tuesday 8.30am – 1.15pm
 Wednesday 8.30am – 3.45pm
 Thursday 8.30am – 12pm
 Friday 8.30am – 1.15pm
 Total 20.5 hours per week however there may be some flexibility with the hours

Qualifications/ Experience: Ideally relevant level 2 or 3 qualification with SEN training however experience in a childcare environment may be considered and training is available.

Responsibilities: Working with children who require SEN support.

Extra Information: To work as an active member of the pre-school team and contribute to the educational and social development of children in pre-school through the planning and delivery of stimulating activity within the EYFS.

Salary: Salary is dependent on qualification and experience

Contact: Tel: 07821 581668 or Email: puddleducks.hadd@btinternet.com

Closing Date: Friday 9 February 2018

Title: **Pre-school Assistant**

Organisation: Haddenham Puddleducks Pre-school

Location: Scout & Guide Centre, Banks Park, Haddenham, Buckinghamshire, HP17 8EE

Hours: Wednesday: 8.30am – 1.30pm

Thursday: 8.30am – 12pm

Friday: 8.30am – 1.15pm

Total: 13.25 hours per week (there may be some flexibility with the hours)

**Qualifications/
Experience:** Ideally relevant level 2 or 3 qualification however experience in a childcare environment may be considered and training is available.

**Responsibilities/
Extra Information:** To work as an active member of the pre-school team and contribute to the educational and social development of children in pre-school through the planning and delivery of stimulating activity within the EYFS.

Salary: Salary is dependent on qualification and experience

Contact: Tel: 07821 581668 or Email: puddleducks.hadd@btinternet.com

Closing Date: Friday 9 February 2018

Title:	Deputy Leader
Organisation:	The Woodland Pre-School
Location:	The Guide and Scout Centre, Coates Lane, Downley, High Wycombe, HP13 5UX
Hours:	Sessions to be negotiated. Times are 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:	Wednesday 28 February 2018

Title:	Nursery Nurse Assistant
Organisation:	Sandcastle Nursery
Location:	Sandcastle Nursery, Lane End Road, High Wycombe, Bucks, HP12 4JF
Hours:	Full time 37.5hrs a week
Qualifications/ Experience:	Qualified L2 / L3 Assistants
Responsibilities/ Extra Information:	<ul style="list-style-type: none"> • To work as part of our experienced, well qualified, dedicated and hardworking team • Work to provide and maintain a safe, inclusive, supportive, exciting and nurturing environment for young children to learn and thrive in • To contribute and up hold all of the nursery practices • The safeguarding and welfare of all our children is paramount. Suitable candidates will be required to have two satisfactory references and an enhanced criminal records check prior to starting with us

Salary:	Negotiable
Contact:	Tel: 01494 474848 or Email: admin@sandcastlenursery.co.uk
Closing Date:	Wednesday 28 February 2018

Title:	Pre-School Assistant
Organisation:	Little Dragons @ Marsh
Location:	Little Dragons Pre-school, Olive house, Abbey Barn road, High Wycombe, Bucks, HP11 1RX
Hours:	9-3 Term time only.
Qualifications/ Experience:	Previous experience in an 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 & 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 & to show commitment.
Salary:	To be discussed, depending on experience and qualification
Contact:	Tel: 07702559116 / 01494 533254 or Email: paul@little-dragons.co.uk
Closing Date:	Monday 19 February 2018

Title:	Qualified Pre-School Practitioner
Organisation:	Micklefield Pre-School
Location:	Polish Club, Forest Way, High Wycombe, HP13 7JF
Hours:	36.5 hours per week, term –time only (38 weeks per year)

Monday – Friday, 8.30am – 3.45pm + 2 hours admin work per week

**Qualifications/
Experience:**

NVQ 2 or 3 (or equivalent)
Working knowledge of the EYFS
'Can do' attitude, enthusiasm and commitment

**Responsibilities/
Extra Information:**

Due to an expansion of our setting we have an exciting opportunity to join our friendly team at Micklefield Pre-School in High Wycombe.
The right person for this role will be someone who is enthusiastic, friendly and reliable.

Key Responsibilities / Requirements :

- To promote a fun, high quality environment for the children aged 2-5
- To ensure that all EYFS requirements are met
- Build a positive rapport with children and their families
- Adhere to all company policies and procedures

Salary:

Actual annual salary between £11,190.00 – £12,125.00 (dependent on experience and qualifications)

Contact:

Tel: 01494700569 / 07595417958 or Email: micklefieldpreschool@hotmail.com

Closing Date:

Wednesday 28 February 2018

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

Title: Qualified Nursery Practitioner**Organisation:** Childbase Partnership Ltd – Victoria House Day Nursery**Location:** Marlow, SL7 1DL**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: £8.02 - £9.74 per hour / £16,681 - £20,259 per annum**Contact:** Email: recruitment@childbase.com**Closing Date:** Monday 26 February 2018

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 481714 or Email: jenny@christmascottage.plus.com
Closing Date: Wednesday 31 January 2018

Title: Deputy Manager

Organisation: Longwick Pre-School
Location: Longwick Village Hall, The Green, Longwick, Bucks HP27 9QY
Hours: 30.5 hours per week.
Qualifications/ Experience: Extensive experience of working at a deputy or supervisory level. At least Level 3 qualification or working towards.
Responsibilities/ Extra Information:
1). To undertake the duties of the manager whenever he or she is not on the premises.
2). To work as a key person and as part of the pre-school team under the direction of the manager.
3). To provide safe, high quality education and care for young children which meets the individual needs of children attending the setting.
Salary: To be discussed at interview.
Contact: Tel: 01844 342562 / 07564 819666 or Email: longwickpreschool@gmail.com
Closing Date: Wednesday 31 January 2018

Title:	Early Years Practitioner
Organisation:	Marsh Gibbon Preschool
Location:	Village Hall, Clements Lane, Marsh Gibbon, OX26 0HG
Hours:	8.00-3.15 on Monday, Tuesday, Wednesday, Thursday and Friday (hours and days negotiable for right candidate)
Qualifications/ Experience:	We are looking for an enthusiastic, passionate, dedicated and caring individual to work as a 'Key Person' for a group of Children at our well established and popular pre-school. Preferably, we would desire applicants to have attained an Early Years Qualification Level Three, first aid, safeguarding and food hygiene training. We would also require all candidates to have relevant Early Years and Childcare experience and knowledge of the 'Early Years Foundation Stage'.
Responsibilities/ Extra Information:	We are committed to the welfare and protection of all the children in our care and require all staff to adhere to all our policies and procedures including our Child Protection Policy. Successful applicants will be required to successfully complete an "Enhanced Criminal Record Disclosure" through the Disclosure and Barring Service (DBS).
Salary:	Starting from £7.49 per hour up to £9.00 per hour (negotiable for right candidate) Same pay each month, even during school holidays. Offering free Childcare place for staff with Children aged 2 - School age.
Contact:	Tel: 07927244913 or Email: marshgibbonpreschool@yahoo.com
Closing Date:	Friday 2 February 2018

Title:	Childcare Assistant (Contracted Maternity Cover)
Organisation:	Little Oaks Pre-school
Location:	School Lane, Waddesdon, Buckinghamshire HP18 0LQ
Hours:	Minimum 26 hours per week term time only
Qualifications/ Experience:	Level 3 Childcare qualification preferred. Previous Childcare experience.
Responsibilities/ Extra Information:	We have a maternity cover contract opening for a Pre-school Assistant to join our fun and friendly sessions, working within a team of experienced, and professional caring staff. The position involves: setting up and clearing away resources at the beginning and end of our sessions, caring for the children and encouraging them to 'learn through play', keeping the children's records up to date and setting targets for them to work on. A cheerful and caring disposition and a willingness to work hard and learn are essential!
Salary:	Dependent upon qualifications and experience.
Contact:	Tel: 01296 655162 or Email: littleoakspreschool@yahoo.co.uk
Closing Date:	Friday 16 February 2018

Title:	Bank Staff
Organisation:	Little Oaks Pre-school
Location:	School Lane, Waddesdon, Buckinghamshire HP18 0LQ
Hours:	Flexible hours (if and when required)
Qualifications/ Experience:	Not essential
Responsibilities/ Extra Information:	An outstanding Waddesdon based pre-school are looking to recruit Bank Staff for their busy setting to cover staff sickness and other absences, you will be required to care for the child and encouraging them to 'learn through play'. You will also be asked to attend staff meeting, pre-school performances, sports day, ripple morning and our annual summer outing (more information

available on request).

You will work alongside members of staff, committee members and outside agencies to develop existing practice, and maintain the settings high standards through caring relationships with the families in our care. A cheerful and caring disposition and a willingness to work hard and learn are essential!

Please e-mail your CV to littleoakspreschool@yahoo.co.uk
Dependent upon qualifications and experience.

Salary:

Contact:

Tel: 01296 655162 or Email: littleoakspreschool@yahoo.co.uk

Closing Date:

Monday 19 February 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:** Are you seeking a new challenge as a professional childcare practitioner?

An exciting management opportunity has arisen for a childcare professional to manage The Jack In The Box pre-school in Wendover, Bucks.

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.

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.

**Responsibilities/
Extra Information:**

Your duties and responsibilities will include: -

Achieving and maintaining high standards of care and pre-school education.

Ensuring all the requirements for Ofsted are met.

Working alongside the pre-school committee & staff to achieve excellent standards within your setting.

Using IT equipment to ensure efficient nursery operation, and statutory staffing compliance.

Achieving budgets and occupancy targets for the nursery.

Working in partnership with parents and other organisations and provide good customer service.

Marketing your nursery effectively and encouraging prospective parents.

Effectively managing a growing staff team.

Salary: £11.36ph**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

**Responsibilities/
Extra Information:**

- 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.

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

Start date Monday 16th April 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

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 duties Flexibility 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:	Wednesday 31 January 2018

Title: Specialist Teacher

Organisation:	Puzzle Centre
Location:	The Old School, Middle Claydon, Buckinghamshire, MK18 2ET
Hours:	2.5 days
Qualifications/ Experience:	<p>Skills and abilities:</p> <ul style="list-style-type: none"> • Qualified teacher status, preferably with a minimum of 2 years' experience in teaching young children with communication and learning difficulties, but interest and enthusiasm more important than direct experience. • Proven ability to work collaboratively and constructively as part of a team and in certain circumstances lead that team. • Ability to work in close partnership with parents <p>Experience:</p> <ul style="list-style-type: none"> • Specific experience of teaching young children with special needs and a willingness to learn to teach children with autism spectrum disorders. • Experience of teaching the Foundation Stage Curriculum. • Experience of working closely with parents. • Experience of writing Individual Education Plans (IEPs) • Experience or interest in offering a holistic approach to meeting children's special needs and some experience of the range of approaches to teaching children on the autistic spectrum. • Experience or interest in interactive methods of facilitating language and communication development.

- Experience of structured teaching approaches
- Experience of working in a multi-disciplinary team

Knowledge:

- Knowledge of autism and the range of educational interventions used to teach children with autism.
- Knowledge of early child development
- Understanding of the use of a visually structured environment to facilitate learning in children with complex communication difficulties.
- Knowledge of SEN Code of Practice.

Overall this person must want to be part of a team of paid staff and volunteers, who work extremely closely and really want to achieve the charity's mission

**Responsibilities/
Extra Information:**

1. To assist the Acting Head of Centre in the management of the day to day operations of the specialist nursery.
2. To plan, together with the Acting Head of Centre, the Nursery Coordinators and the Speech and Language Therapists the termly, weekly and daily activities of the children and staff at Puzzle Specialist Nursery, with regard to the Foundation Stage Curriculum and specialist approaches to teaching children with autism / communication difficulties, including use of the SCERTS educational model.
3. To meet regularly with the Acting Head of Centre and the Nursery Coordinators and the Speech and Language Therapists for joint planning of the curriculum, differentiated to meet the needs of children with communication difficulties.
4. To devise, together with the Acting Head of Centre, the Speech and Language therapists, the Occupational Therapists and the child's parent(s), children's Individual Education Plans (IEPs).
5. To manage, together with the Acting Head of Centre, the assessment, observation and record keeping procedures, in consultation with the Speech and Language Therapists, Occupational Therapists and the Nursery Coordinators.
6. To assess the developmental skills of the children attending the group and to write regular reports and reviews of progress, including statement review reports as required.
7. To work closely with the therapists and the learning assistants to ensure the needs of each child are met at the sessions.
8. To work with individual children to facilitate all areas of development.
9. To work with the whole group (six - eight children) or smaller groups of children as agreed and planned together with the Acting Head of Centre and the Speech and Language Therapists.
10. To keep parents informed of their child's progress and to provide advice to them on how to facilitate their child's development at home.
11. To liaise with other professionals involved with the child as appropriate.
12. To carry out home visits or consultations each term.
13. To ensure that the nursery continues to receive the highest grade judgement from OFSTED.
14. To visit other preschools/nurseries who share a child with Puzzle Centre to provide ongoing guidance and support.

Salary:

Based on experience circa £25,000

Contact:

Tel: 01296 733900 or Email: mandylawer@puzzlecentre.org.uk

Closing Date:

Thursday 8 February 2018

To apply please visit our website for an application and more details
<http://www.puzzlecentre.org.uk/about-us/our-team/>

Title: Nursery Manager

Organisation: Home Farm Day Nursery

Location: Winslow Road, Swanbourne, Milton Keynes, MK17 0SW

Hours: 40 hrs p/w - Start date as soon as possible

- Qualifications/ Experience:**
- Qualified to at least Level 3 early years education and childcare qualification (e.g. Pre-school Learning Alliance Diploma in Pre-school Practice, NVQ 3, or equivalent) and a commitment to
 - obtaining further qualifications as appropriate
 - Qualified to work in the UK
 - Proven experience in Nursery settings in a leadership role
 - Knowledge of the EYFS, implementing this and the Statutory Framework
 - Administration experience
 - Experience in report writing and pupil profiles
 - Ability to inspire people to deliver results, high standards and sets clear objectives for self and the team, taking appropriate and timely action to ensure targets are achieved
 - Excellent nursery practitioner
 - Excellent planning, communication and organisational skills
 - Keen to innovate use of technology
 - The ability to work with colleagues

Responsibilities/ Extra Information: The Home Farm Day Nursery Manager is responsible to the Head of Pre Prep at Swanbourne House School for the efficient running, development and performance of the Nursery, directing, as appropriate, the work of colleagues to ensure successful and effective teaching and learning, and promoting the nursery to pupils and parents.

- Areas of Responsibility and Key Tasks
- Planning, Teaching and Class Management
 - Staff management and development
 - Operational control
 - Budgetary control
 - Curriculum development and good childcare practice
 - Record keeping and reports
 - Parental involvement
 - Liaison with outside agencies and other parties

For full details, please visit <http://www.swanbourne.org/Job-Opportunities>
Competitive

Salary:

Contact: Tel: 01296 720835 or Email: personnel@swanbourne.org

Closing Date: Tuesday 6 February 2018

Title: Nursery Nurse, 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:**
- 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/ As a Nursery Nurse you will be expected to act as part of the team and as

Extra Information: such your job will involve supporting other members of the team. Your duties will include:

- 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.
- Promote inclusion and equal opportunities throughout the nursery

Salary: Competitive

Contact: Tel: 01296 720835 or Email: office@homefarmnursery.co.uk

Closing Date: Wednesday 28 February 2018