

**Updated: Tuesday,  
February 13, 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.

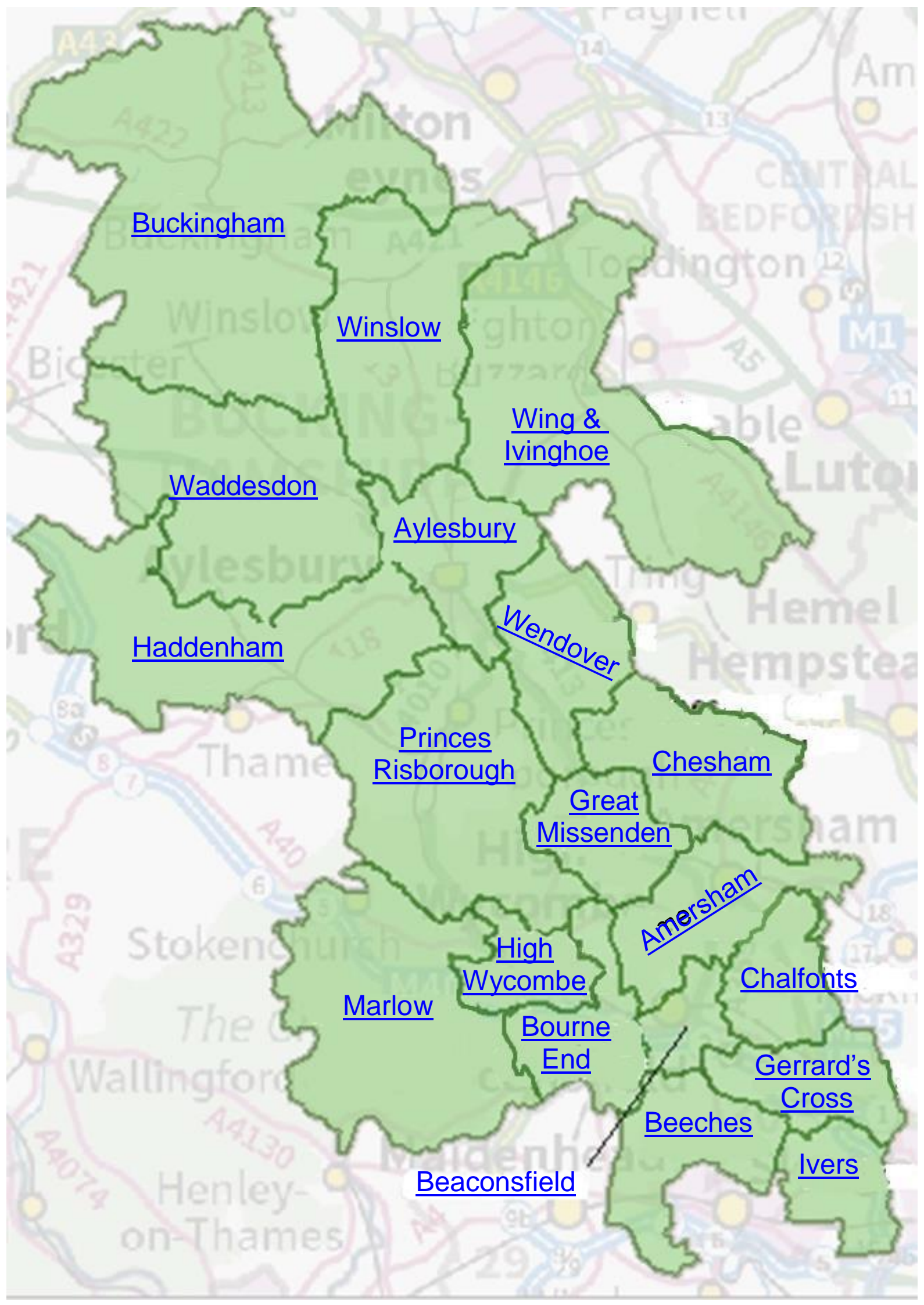
### **Want to Advertise?**

If you have an opportunity in childcare you wish to appear in this bulletin, please email [eydcp@buckscc.gov.uk](mailto:eydcp@buckscc.gov.uk)

**To be directed back to the Early Years & Childcare careers information webpage  
[please click here](#)**

**Commitment to safeguarding and promoting the welfare of children is expected of all staff and volunteers in the sector. An enhanced DBS and qualifications checks will be carried out upon appointment of the successful candidate.**





Buckingham

Winslow

Wing & Ivinghoe

Waddesdon

Aylesbury

Haddenham

Wendover

Princes Risborough

Chesham

Great Missenden

Amersham

High Wycombe

Chalfonts

Marlow

Bourne End

Gerrard's Cross

Beeches

Beaconsfield

Ivers

<b>Date Loaded</b>	<b>Job Role</b>	<b>Setting</b>	<b>Area</b>	<b>Closing Date</b>
12/01/2018	Play Assistant	Little Acorns Kindergarten	<a href="#">Wendover</a>	14/02/2018
12/01/2018	Play Assistant	Little Acorns Kindergarten	<a href="#">Wendover</a>	14/02/2018
26/01/2018	Childcare Assistant (Contracted Maternity Cover)	Little Oaks Pre-school	<a href="#">Waddesdon</a>	16/02/2018
16/01/2018	Pre-School Assistant	Little Dragons @ Marsh	<a href="#">High Wycombe</a>	19/02/2018
26/01/2018	Bank Staff	Little Oaks Pre-school	<a href="#">Waddesdon</a>	19/02/2018
09/02/2018	Level 3 Pre-School Practitioner - long term contract	Topsy Turvy	<a href="#">Wendover</a>	19/02/2018
26/01/2018	Qualified Nursery Practitioner	Childbase Partnership Ltd – Field House Day Nursery	<a href="#">Buckingham</a>	26/02/2018
26/01/2018	Qualified Nursery Practitioner	Childbase Partnership Ltd – Grasshoppers Day Nursery	<a href="#">Aylesbury</a>	26/02/2018
26/01/2018	Qualified Nursery Practitioner	Childbase Partnership Ltd – Willows Day Nursery	<a href="#">Aylesbury</a>	26/02/2018
26/01/2018	Qualified Nursery Practitioner	Childbase Partnership Ltd – Victoria House Day Nursery	<a href="#">Marlow</a>	26/02/2018
04/01/2018	Manager – Out of School Clubs	Busy Living @ Green Ridge	<a href="#">Aylesbury</a>	28/02/2018
04/01/2018	Playworker	Busy Living @ Bearbrook	<a href="#">Amersham</a>	28/02/2018
15/01/2018	Nursery Nurse Assistant	Sandcastle Nursery	<a href="#">High Wycombe</a>	28/02/2018
18/01/2018	Qualified Level 3 Childcare Practitioner	Oak Tree Nursery	<a href="#">Beaconsfield</a>	28/02/2018
22/01/2018	Qualified Pre-School Practitioner	Micklefield Pre-School	<a href="#">High Wycombe</a>	28/02/2018
29/01/2018	Deputy Leader	The Woodland Pre-School	<a href="#">High Wycombe</a>	28/02/2018
29/01/2018	Nursery Nurse, Maternity Cover	Home Farm Day Nursery	<a href="#">Winslow</a>	28/02/2018
31/01/2018	Bank Staff	West Wycombe Pre-School	<a href="#">High Wycombe</a>	28/02/2018
07/02/2018	1:1 Support Worker	Marlow Opportunity Playgroup	<a href="#">Amersham</a>	28/02/2018
07/02/2018	Pre-School Assistants	Holding Hands Pre-School Ltd	<a href="#">Amersham</a>	29/03/2018
23/01/2018	Secretary and Trustee volunteer	Alfred Rose Park Pre-school	<a href="#">Aylesbury</a>	31/03/2018
13/02/2018	EYFS Practitioner / Qualified Early Years Assistant	Bledlow Pre School	<a href="#">Princes</a>	13/04/2018

**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](mailto:info@busy-living.co.uk)  
**Closing Date:** Wednesday 28 February 2018

**Title: 1:1 Support Worker**

**Organisation:** Marlow Opportunity Playgroup  
**Location:** Scout Hall, Watery Lane, Wooburn Green HP10 0NE  
**Hours:** 9.15am to 12.45pm weekdays term time only  
**Qualifications/ Experience:** Level 3 in EY and childcare  
 Preferably experience of working with children with special needs  
**Responsibilities/ Extra Information:** Working 1:1 with children aged 2-4 with a variety of profound and complex needs.  
**Salary:** All duties associated with working in a pre-school setting. Dependent on training/experience from £8.94 per hour  
**Contact:** Tel: 01628 521890 or Email: [marlowopps@btconnect.com](mailto:marlowopps@btconnect.com)  
**Closing Date:** Wednesday 28 February 2018

**Title: Pre-School Assistants**

**Organisation:** Holding Hands Pre-School Ltd  
**Location:** Unit 8, Mares Farm, Old Amersham, Bucks HP7 0HR  
**Hours:** Full and part-time positions available  
**Qualifications/ Experience:** Level 2/3 childcare  
**Responsibilities/ Extra Information:** Help set up playroom(s) for daily programme, and clear away at end of each session. Act as a key person to a small group of children under supervision, ensuring their needs are recognized and met, whilst maintaining effective relationships with parents/carers. Assist with the planning of the curriculum using the Early Years Foundation Stage (EYFS) as guidance. Ensure all required records and paperwork are filled in regularly and kept up to date. Undertake any other reasonable duties as directed by the Manager, in accordance with the setting's business plan/objectives.  
**Salary:** Meets minimum wage requirements  
**Contact:** Tel: 01494 729342 or Email: [info@holdinghandspreschool.co.uk](mailto:info@holdinghandspreschool.co.uk)  
**Closing Date:** Thursday 29 March 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](mailto: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](mailto:arppreschool@gmail.com)  
**Closing Date:** Saturday 31 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](mailto: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](mailto:recruitment@childbase.com)

Closing Date: Monday 26 February 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:	<ul style="list-style-type: none"><li>• To promote a fun, high quality environment for the children aged from babies to pre-school.</li><li>• Ensuring that at all times the Welfare and Learning development</li></ul>
Salary:	£16,000 - £18,000
Contact:	Tel: 01494 675533 or Email: <a href="mailto:info@oaktreenurserybeaconsfield.co.uk">info@oaktreenurserybeaconsfield.co.uk</a>
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: 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

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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:	£8.20 - £9.74 per hour / £17,056 - £20,259 per annum
Contact:	Email: <a href="mailto:recruitment@childbase.com">recruitment@childbase.com</a>
Closing Date:	Monday 26 February 2018

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<b>Title:</b>	<b>Deputy Leader</b>
<b>Organisation:</b>	The Woodland Pre-School
<b>Location:</b>	The Guide and Scout Centre, Coates Lane, Downley, High Wycombe, HP13 5UX
<b>Hours:</b>	Sessions to be negotiated. Times are 8.30am – 1pm or 3.00pm
<b>Qualifications/ Experience:</b>	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.
<b>Responsibilities/ Extra Information:</b>	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.
<b>Salary:</b>	Negotiable
<b>Contact:</b>	Tel: 01494 521953 or Email: <a href="mailto:admin@thewoodlandpreschool.co.uk">admin@thewoodlandpreschool.co.uk</a>
<b>Closing Date:</b>	Wednesday 28 February 2018

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

<b>Salary:</b>	Negotiable
<b>Contact:</b>	Tel: 01494 474848 or Email: <a href="mailto:admin@sandcastlenursery.co.uk">admin@sandcastlenursery.co.uk</a>
<b>Closing Date:</b>	Wednesday 28 February 2018

<b>Title:</b>	<b>Pre-School Assistant</b>
<b>Organisation:</b>	Little Dragons @ Marsh
<b>Location:</b>	Little Dragons Pre-school, Olive house, Abbey Barn road, High Wycombe, Bucks, HP11 1RX
<b>Hours:</b>	9-3 Term time only.
<b>Qualifications/ Experience:</b>	Previous experience in an Early Years setting and with key working cache Level 2 or 3 in Early Years Education and Childcare Essential.
<b>Responsibilities/ Extra Information:</b>	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.
<b>Salary:</b>	To be discussed, depending on experience and qualification

<b>Contact:</b>	Tel: 07702559116 / 01494 533254 or Email: <a href="mailto:paul@little-dragons.co.uk">paul@little-dragons.co.uk</a>
<b>Closing Date:</b>	Monday 19 February 2018

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

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

<b>Qualifications/ Experience:</b>	NVQ 2 or 3 (or equivalent) Working knowledge of the EYFS 'Can do' attitude, enthusiasm and commitment
<b>Responsibilities/ Extra Information:</b>	Due to an expansion of our setting we have an exciting opportunity to join our friendly team at Micklegate Pre-School in High Wycombe. The right person for this role will be someone who is enthusiastic, friendly and reliable. Key Responsibilities / Requirements : <ul style="list-style-type: none"><li>• To promote a fun, high quality environment for the children aged 2-5</li><li>• To ensure that all EYFS requirements are met</li><li>• Build a positive rapport with children and their families</li><li>• Adhere to all company policies and procedures</li></ul>
<b>Salary:</b>	Actual annual salary between £11,190.00 – £12,125.00 (dependent on experience and qualifications)
<b>Contact:</b>	Tel: 01494700569 / 07595417958 or Email: <a href="mailto:micklefieldpreschool@hotmail.com">micklefieldpreschool@hotmail.com</a>
<b>Closing Date:</b>	Wednesday 28 February 2018
<b>Title:</b>	<b>Bank Staff</b>
<b>Organisation:</b>	West Wycombe Pre-School
<b>Location:</b>	School House, Church Lane, West Wycombe, HP14 3AH
<b>Hours:</b>	You will be required to work between the hours of 9am – 3pm from 1-6 hours at a time depending on the cover required in the setting.
<b>Qualifications/ Experience:</b>	Level 3 or equivalent in Early Years Care and Education. Experience of early years care with children 2-5 years of age. You will be required to complete pediatric first aid and safeguarding training every two years and an enhanced DBS clearance.
<b>Responsibilities/ Extra Information:</b>	To care for children at the pre-school and complete daily planned or unplanned activities engaging with the children and completing observations to support the staff's assessments of the children. You will need to follow all policies and procedures for the pre-school and work closely as part of a small staff team to continually improve practice and maintain the settings high standards of care.
<b>Salary:</b>	£7.80 per hour
<b>Contact:</b>	Tel: 01494 438996 or Email: <a href="mailto:wwpspg@gmail.com">wwpspg@gmail.com</a>
<b>Closing Date:</b>	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](mailto:recruitment@childbase.com)**Closing Date:** Monday 26 February 2018

**Title: EYFS Practitioner / Qualified Early Years Assistant**

<b>Organisation:</b>	Bledlow Pre School
<b>Location:</b>	Bledlow Village Hall, Chinnor Road, Bledlow, HP27 9QF
<b>Hours:</b>	Part time. Approx. 12 -16 hours per work, 38 weeks a year. Term time only.
<b>Qualifications/ Experience:</b>	<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"> <li>• A sound knowledge and understanding of the EYFS;</li> <li>• A sound understanding of child development</li> <li>• A strong understanding of safeguarding requirements</li> <li>• A good standard of literacy and numeracy and excellent communication skills;</li> <li>• A good working knowledge of ICT and an ability to use Microsoft office applications, email and the internet.</li> <li>• The ability to work in a positive manner with colleagues and as part of a team</li> <li>• The ability to communicate effectively and professionally with parents/carers and other professionals.</li> <li>• 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</li> <li>• The willingness to attend training courses and to keep up to date with the latest ideas and developments in the Early Years field</li> <li>• The ability to keep clear and appropriate records on children and their progress</li> <li>• The ability to be organised, methodical and able to work independently on own initiative</li> <li>• Robust mental and physical health</li> </ul>
<b>Responsibilities/ Extra Information:</b>	<p>Main Duties:</p> <ul style="list-style-type: none"> <li>• Assist in the setting up of appropriate activities, equipment and materials before the children arrive, both indoors and outdoors, and in tidying away when required at the end of every session</li> <li>• Read, implement and adhere to all Pre-school policies and procedures, in particular all safeguarding policies, including dealing with child protection issues appropriately and responding to incidents, accidents, complaints and emergencies.</li> <li>• Ensure that the Pre-school implements its Equal Opportunities Policy and is welcoming to children and families from all cultures, family groups, circumstances, including those with special educational needs or disabilities.</li> <li>• Make regular observations, keeping informative, accurate and up-to-date progress and development records, summative assessments, parent evening forms and reports, which may include the use of electronic learning journals.</li> <li>• Ensure activities are carried out in a safe and responsible manner, in accordance with statutory guidance, and to advise the Practice Manager of any concerns over safety of children, equipment etc.</li> <li>• Understand and enable the implementation of inclusive practices into the Pre-school, ensuring all children have equal access to opportunities to learn, develop, interact and fulfil their potential.</li> <li>• Provide high quality teaching and care of children, offering an appropriate level of support and stimulation</li> <li>• Contribute to, maintain, and keep up to date records e.g. daily register, accident and medication records.</li> <li>• Maintain a sound understanding of signs of physical, and sexual abuse,</li> </ul>



neglect and how to report them.

- Maintain professionalism on-line and when using social media in-line with the Pre-school Technology and Social Media Policy.
- Actively challenge discrimination of all kinds and ensure that children, staff, parents/carers and volunteers within the Pre-school do the same.
- Keep confidential any information regarding children, their families, service users or other staff which has been learned through your position at the Pre-school.
- Maintain a sound understanding of what is acceptable professional behaviour and how to recognise it in practice. Reporting any concerns using the Whistleblowing Policy.
- Undertake daily health and safety checks after the room/outside has been set up and before the children arrive, including Morning and End of Session Checklists in the Deputy's absence.
- Act as keyworker for a group of children, building up a relationship with them and their parents and/or carers ensuring each child's needs are recognised and met.
- Listen to, encourage, enable, stimulate and ensure the welfare of all children in your care.
- Promote positive values, attitudes and good child behaviour, dealing promptly with conflict and incidents in line with policy, encouraging children to take responsibility for their own behaviour.
- Help children with hygiene and toileting needs.
- Communicate professionally with parents/carers in a positive, sensitive and constructive manner, informing them of children's progress and encouraging parental involvement in the sessions and their child's learning and development.
- Assist with the presentation of out-of-hours events such as parent interviews and parent information sessions.
- Advise the Leader of any communication with parents/carers who have expressed concerns about their child or passed on information which affects the care or wellbeing of the child, being mindful of confidentiality as necessary.
- Work as part of a team with staff, students, and any volunteers.
- Attend regular staff meetings and in-house training as appropriate
- Contribute to and attend Supervision Meetings and Staff Appraisals

**Salary:**

Range from £8.00 to £9.00 per hour subject to qualifications and experience.

**Contact:**

Tel: 07866488519 or Email: [manager@bledlowpreschool.com](mailto:manager@bledlowpreschool.com)

**Closing Date:**

Friday 13 April 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](mailto: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!  
**Salary:** Please e-mail your CV to [littleoakspreschool@yahoo.co.uk](mailto:littleoakspreschool@yahoo.co.uk)  
 Dependent upon qualifications and experience.  
**Contact:** Tel: 01296 655162 or Email: [littleoakspreschool@yahoo.co.uk](mailto:littleoakspreschool@yahoo.co.uk)  
**Closing Date:** Monday 19 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](mailto:enquiries@littleacornswendover.org)**Closing Date:** Wednesday 14 February 2018**Title: Level 3 Pre-School Practitioner - long term contract****Organisation:** Topsy Turvy**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 paediatric 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: 07920425322 or Email: [HR@topsyturvy-preschool.co.uk](mailto:HR@topsyturvy-preschool.co.uk) ;  
[manager@topsyturvy-preschool.co.uk](mailto:manager@topsyturvy-preschool.co.uk)  
**Closing Date:** Monday 19 February 2018

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

**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/  
Extra Information:** 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:

- 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](mailto:office@homefarmnursery.co.uk)**Closing Date:** Wednesday 28 February 2018