

**Updated: Tuesday,
March 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.

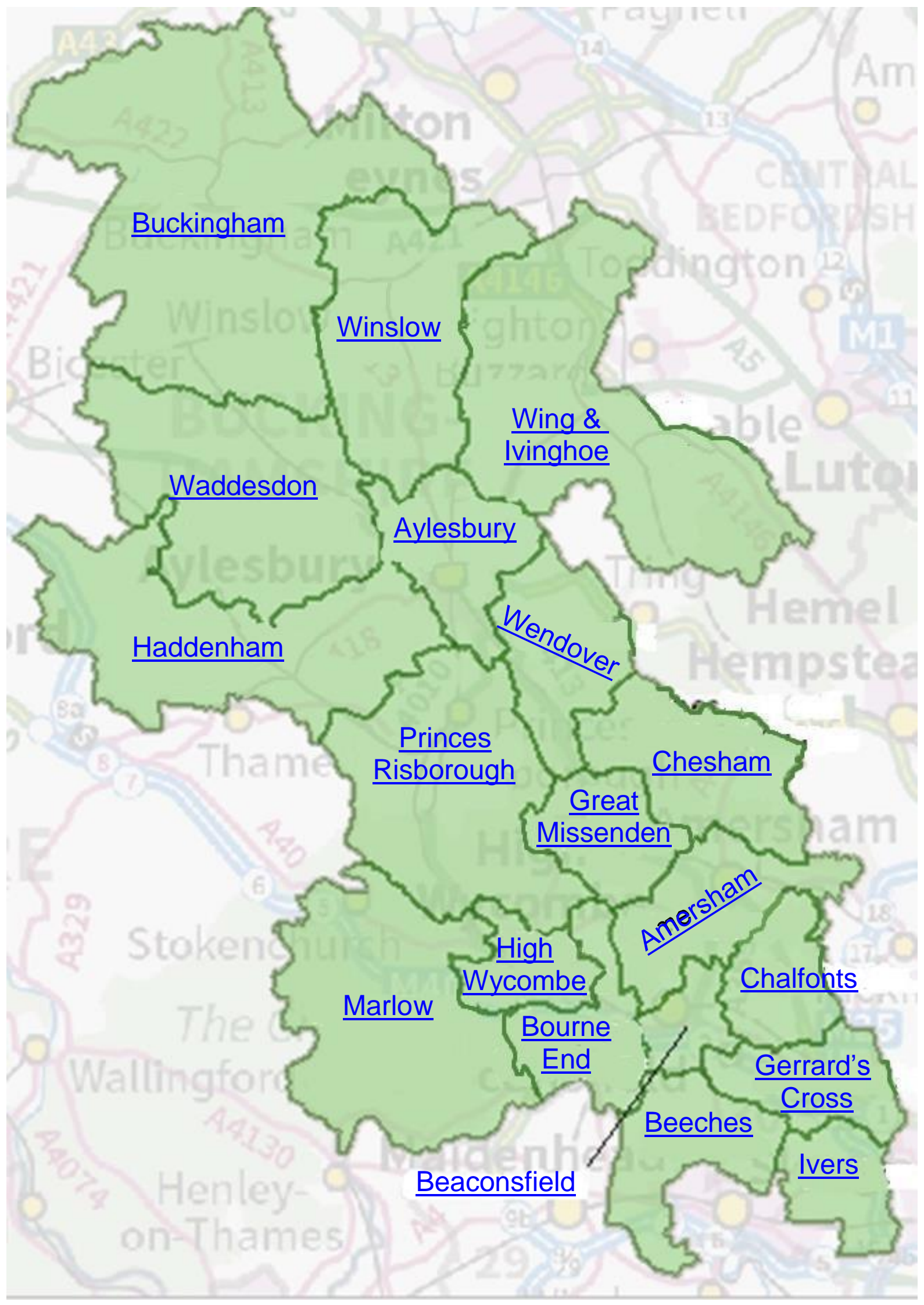
Want to Advertise?

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

**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
27/02/2018	Pre-School Practitioner	Maids Moreton	Buckingham	13/03/2018
19/02/2018	Level 3 Early Years Key Person	Mapledean (Bowerdean) BCC Nursery School	High Wycombe	14/03/2018
27/02/2018	Forest School Assistant	Squirrels Tabernacle Nursery with Forest School	Beaconsfield	17/03/2018
07/03/2018	Early Years Practitioner	Windmill Pre-School	Aylesbury	23/03/2018
12/03/2018	Manager	Leeside Nursery School	GreatMissenden	23/03/2018
27/02/2018	Qualified Nursery Practitioner – Level 3	Hungry Caterpillar Day Nurseries	Chalfonts	26/03/2018
07/02/2018	Pre-School Assistants	Holding Hands Pre-School Ltd	Amersham	29/03/2018
01/03/2018	Playworker	John Hampden Out of School Care	Wendover	28/03/2018
05/03/2018	Play Assistant	Buckingham Pre-School Playgroup	Buckingham	28/03/2018
08/03/2018	Pre-School Practitioner	First Steps Pre-School	PrincesRisborough	29/03/2018
08/03/2018	Nursery Nurse- TODDLER ROOM	Tiny Acorns Nursery	Haddenham	30/03/2018
23/01/2018	Secretary and Trustee volunteer	Alfred Rose Park Pre-school	Aylesbury	31/03/2018
09/03/2018	Part-time Temporary Play Assistant	Haddenham Puddleducks Pre-school	Haddenham	31/03/2018
13/02/2018	EYFS Practitioner / Qualified Early Years Assistant	Bledlow Pre School	PrincesRisborough	13/04/2018
20/02/2018	Nursery Nurse	Cressex Day Nursery	High Wycombe	30/04/2018

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
Closing Date:	Thursday 29 March 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
DBS will be required
Responsibilities/ Extra Information: 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 31 March 2018

Title: Early Years Practitioner

Organisation: Windmill Pre-School
Location: The Firs, Brill, Aylesbury, HP18 9RY
Hours: Monday to Friday excluding Tuesday total of 17/18 hours but opportunity to increase hours
Qualifications/ Experience: Ideally Level 3 but would consider Level 2 qualification
Responsibilities/ Extra Information: To work as a key person and as part of the Pre-School team under the direction of the manager to provide safe, high quality education and care for the children.
Salary: Dependent upon qualification and experience
Contact: Tel: 01844 238859 or Email: wps@windmillpre.plus.com
Closing Date: Friday 23 March 2018

Title:	Forest School Assistant
Organisation:	Squirrels Tabernacle Nursery with Forest School
Location:	43 Wattleton Road, Beaconsfield HP9 1RY
Hours:	8.45- 3pm, Tuesdays and Thursdays, term time only
Qualifications/ Experience:	Preferably Level 2 (appropriate childcare/ Forest school qualification)
Responsibilities/ Extra Information:	<ul style="list-style-type: none">• The Forest School Assistant will assist with the day to day delivery of Forest School sessions and the care of the Forest School site. You will need to be a self-motivated and caring individual with a love for the outdoors (all weathers) to join our amazing team.• Duties include facilitating child led enquiry and supporting children to achieve practical tasks.• Experience: Applicants should have some practical experience of outdoor education, knowledge and understanding of the Forest School ethos and some experience of early years care with children 2-5 years of age.• You will be required to complete paediatric first aid and safeguarding training every two years and an enhanced DBS clearance.• More information on application
Salary:	To be negotiated
Contact:	Tel: 01494 670196 or Email: enquiries@squirrels-nursery.co.uk
Closing Date:	Saturday 17 March 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: Pre-School Practitioner

Organisation: Maids Moreton

Location: Avenue Road, Maids Moreton, Buckingham, Buckinghamshire, MK18 1QA

Hours: 8.45am - 3.00pm Tuesday and Wednesday

Qualifications/ Experience: A level 2 and training towards a level 3 or a qualified level 3 is desirable, together with previous experience working within an early years setting. Safeguarding, First aid and Food Hygiene Level 2 qualifications would be ideal, but not essential as training will be provided.

Responsibilities/ Extra Information: The right candidate must be willing to undergo a DBS check and will be expected to work responsibly in order to safeguard and promote the wellbeing of the children and staff within the setting. A good knowledge of child development and the EYFS is also essential as the role includes key person responsibilities, which include maintaining accurate children's development records. The right candidate would show excellent use of initiative and the ability to work well within a small team.

Salary: To be discussed at interview.

Contact: Tel: 01280-824989 or Email: kim@maidsmoretonpreschool.co.uk

Closing Date: Tuesday 13 March 2018 - Interviews to be held week beginning 19 March 2018.

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 or karen@buckinghampreschool.co.uk

Closing Date: Wednesday 28 March 2018

Title: Qualified Nursery Practitioner – 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**

- Level 3 early years education and childcare qualification or equivalent.
- Previous experience of working with young children.
- Sound knowledge of child development for children from birth to five years.
- Knowledge of the Early Years Foundation Stage (EYFS).

Desirable criteria

- Current First Aid at Work qualification.
- Current Food Hygiene certificate.

Responsibilities/ Extra Information:

Main duties

- To assist with the planning of the curriculum using the Early Years Foundation Stage (EYFS) curriculum for guidance.
- To help to set up the playroom(s) for the daily programme and to help tidy away at the end of the session.
- 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.
- Work in partnership with parents/carers and other family members.
- To advise the Manager of any concerns e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary.
- To teach children, offering an appropriate level of support and stimulating play experiences.
- To ensure that children are kept safe and that you understand when to follow child protection procedures.
- To support meal times within the setting. To actively participate at team meetings, supervisor meetings and appraisal meetings.
- To attend training courses as required and to take responsibility for your development.
- To keep completely confidential any information regarding the children, their families or other staff, which is required as part of the job.
- 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.
- To ensure that adequate records are kept and updated regularly.
- 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.
- To promote the nursery to current parents and potential customers.
- To undertake any other reasonable duties as directed by the Manager, in accordance with the setting's business plan/objectives

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.

Salary: Up to £19,000.00
Contact: Tel: 01895 543185 (Mandy Biggs, HR Advisor) or Email: hr@hungrycaterpillars.co.uk
Closing Date: Monday 26 March 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:	Manager
Organisation:	Leeside Nursery School
Location:	Lee Village Hall, Lee Clump Road, Lee Common, Great Missenden, Bucks, HP16 9NB
Hours:	Mon-Fri 8.30 – 1.30 plus office hours
Qualifications/ Experience:	<ul style="list-style-type: none">• A relevant Level 3 qualification• Previous experience as either a manager or deputy and at least 2 years' experience in childcare• Experience in dealing with Ofsted inspections• Potentially available to work afternoons• Paediatric First Aid completed and in date
Responsibilities/ Extra Information:	<p>Are you looking for a unique opportunity to be the manager of a beautiful preschool setting in the rural Buckinghamshire, Chiltern Hills.</p> <p>Leeside Nursery requires an experienced and inspirational person to lead our hardworking and dedicated team, whilst ensuring all our wonderful children reach their full potential. Being a great communicator is key, you will be directly liaising with parents, children & the team on a day to day basis.</p> <p>Leeside Nursery is a pack away village hall setting open from 9.10 - 13.10 - Term Time Only.</p> <p>25 hours per week - Mon - Fri, 8.30 - 1.30, with some additional hours required for administration.</p>
Salary:	To be negotiated
Contact:	Tel: 01494 837719 or Email: Melissa@leesidenursery.co.uk
Closing Date:	Friday 23 March 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 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: Please apply with CV to office@tinyacornsnursery.co.uk**Closing Date:** Friday 30 March 2018. Apply with CV to email above.

Title: Part-time Temporary Play Assistant**Organisation:** Haddenham Puddleducks Pre-school**Location:** Scout & Guide Centre, Banks Park, Haddenham, Buckinghamshire HP17 8ES**Hours:** Negotiable - Pre-school opens 8.30am to 1.15pm Monday to Friday with afternoon sessions on a Monday and Wednesday finishing a 3.45pm.**Qualifications/
Experience:** Ideally you would have some childcare experience and qualification however training is available.**Responsibilities/
Extra Information:** Working as part of the team to and provide early years education for 2 to 4 year olds. We are a friendly village pack away pre-school that have an enthusiastic team and we have just received a Good rated Ofsted inspection outcome.**Salary:** Salary is paid hourly depending on experience and qualifications plus pro-rata holiday pay.**Contact:** Tel: 07821 581668 or Email: puddleducks.hadd@btinternet.com**Closing Date:** Saturday 31 March 2018

Title: Nursery Nurse

Organisation: Cressex Day Nursery
Location: Holmers Lane, High Wycombe, Bucks, HP124QA

Hours: 37.5 hrs a week – Fulltime.

Qualifications/ Level 2/ 3 qualifications.

Experience:

Responsibilities/ To join our Outstanding team here at the Cressex Day Nursery in providing
Extra Information: quality childcare for children aged 0-5 years old.

Salary: To be discussed upon interview.

Contact: Tel: 01494 474844 or Email: office@cressexdaynursery.co.uk

Closing Date: Monday 30 April 2018

Title: Level 3 Early Years Key Person

Organisation: Mapledean (Bowerdean) BCC Nursery School

Location: Cressex Road, High Wycombe, HP12 4PR

Hours: Permanent position - Full Time – Term time only - 37 hours /week - 39 weeks per year

Qualifications/ For full details please contact the Nursery.

Experience:

Responsibilities/ We are looking for an experienced fully qualified level three member of staff to
Extra Information: work in our Outstanding County Council Nursery School. We need someone who already has knowledge of the EYFS, is capable of taking on key children from day one and who would welcome an opportunity to work as part of a professional team.

Salary: Salary: Range 2 job £18,517 - £20,800 Pro Rata (actual take home £15,704 – £17,640)

Contact: For further information about the role and to arrange school visits please contact the school office on 01494 443256 or email head@bowerdean.bucks.sch.uk

www.bowerdean.bucks.sch.uk

Closing Date: Closing date - Wednesday 14 March 12 noon
Interviews - Week commencing Monday 19 March

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: EYFS Practitioner / Qualified Early Years Assistant

Organisation:	Bledlow Pre School
Location:	Bledlow Village Hall, Chinnor Road, Bledlow, HP27 9QF
Hours:	Part time. Approx. 12 -16 hours per work, 38 weeks a year. Term time only.
Qualifications/ Experience:	<p>Minimum NVQ Level 2 Qualification in Childcare or equivalent (Level 3 + preferred)</p> <p>Minimum of 12 months post qualification experience;</p> <ul style="list-style-type: none"> • A sound knowledge and understanding of the EYFS; • A sound understanding of child development • A strong understanding of safeguarding requirements • A good standard of literacy and numeracy and excellent communication skills; • A good working knowledge of ICT and an ability to use Microsoft office applications, email and the internet. • The ability to work in a positive manner with colleagues and as part of a team • The ability to communicate effectively and professionally with parents/carers and other professionals. • The ability to be sensitive and supportive to children and families from a wide range of cultures, lifestyles and family circumstances and with a range of special needs • The willingness to attend training courses and to keep up to date with the latest ideas and developments in the Early Years field • The ability to keep clear and appropriate records on children and their progress • The ability to be organised, methodical and able to work independently on own initiative • Robust mental and physical health
Responsibilities/ Extra Information:	<p>Main Duties:</p> <ul style="list-style-type: none"> • 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 • 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. • 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. • 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. • 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. • 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. • Provide high quality teaching and care of children, offering an appropriate level of support and stimulation • Contribute to, maintain, and keep up to date records e.g. daily register, accident and medication records. • Maintain a sound understanding of signs of physical, and sexual abuse,

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

Closing Date: Friday 13 April 2018

Title: Pre-School Practitioner

Organisation: First Steps Pre-school

Location: Scout and Guide Centre
Longwick Road, Princes Risborough
Bucks HP29 9HN

Hours: Flexible between 8.15 am and 3.15 pm

Qualifications/ Level 3 qualified

Experience:

Responsibilities/ We're looking for someone to work as a keyworker and as part of the pre-school team under the direction of the pre-school leader to provide a safe, high quality education and care for young children.

Extra Information:

Salary: Dependent on experience

Contact: Tel: 07762326772 or Email: firststepscontact@gmail.com Website: www.firststepspreschool.uk/

Closing Date: Thursday 29 March 2018

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

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 five mornings per week & After School Club 3.00pm-6.15pm two days per week
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:	Wednesday 28 March 2018

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