

**Updated: Friday,  
May 11, 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**

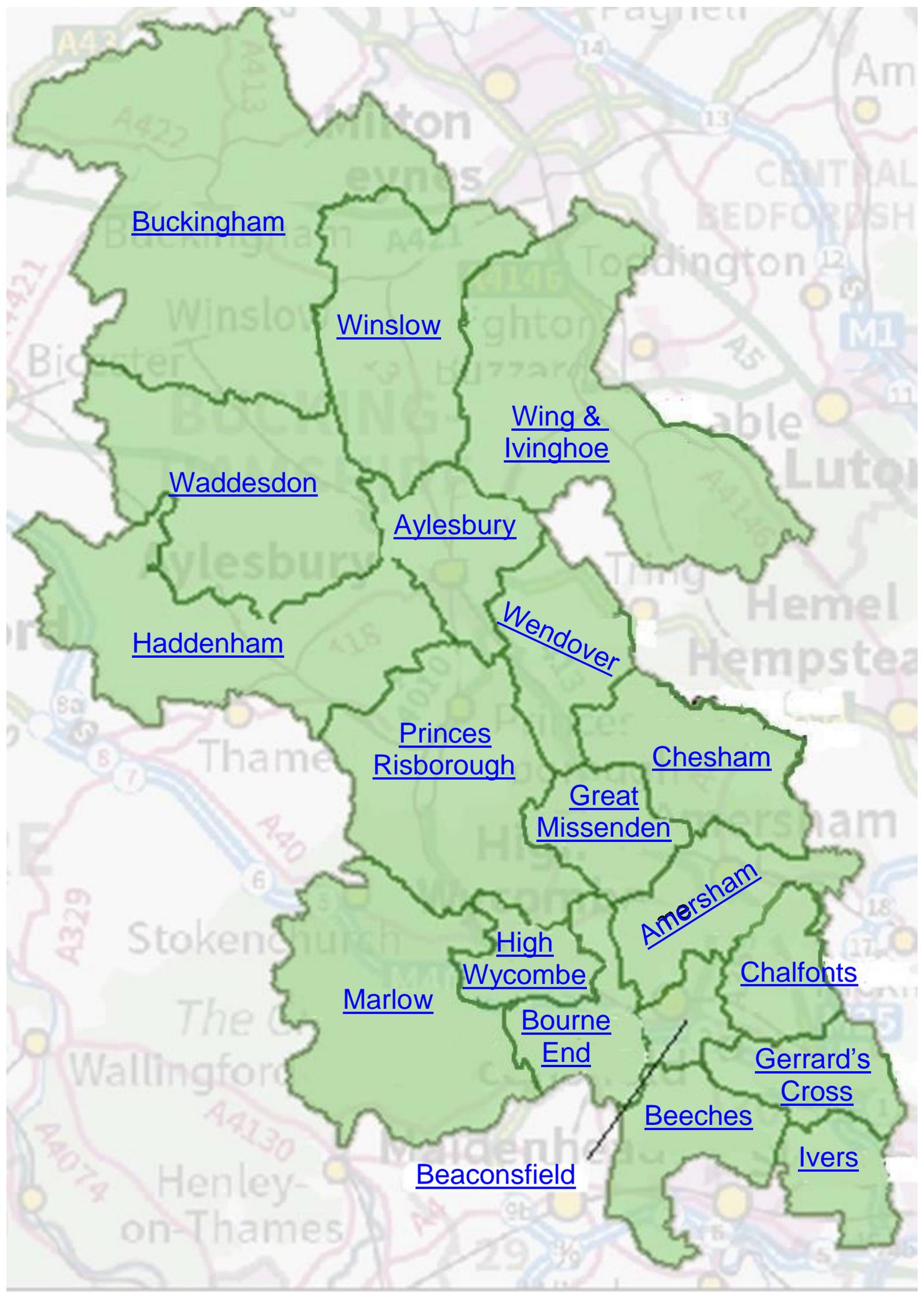
If you wish to discuss any aspect of working, training or volunteering in childcare please telephone the Team on 01296 387111.

### **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

Wendover

Haddenham

Princes Risborough

Chesham

Great Missenden

Amersham

High Wycombe

Chalfonts

Marlow

Bourne End

Gerrard's Cross

Beaconsfield

Beeches

Ivers

<b>Date Loaded</b>	<b>Job Role</b>	<b>Setting</b>	<b>Area</b>	<b>Closing Date</b>
26/04/2018	Pre-School Room Leader	Monkey Puzzle Day Nursery	<a href="#">HighWycombe</a>	15/05/2018
11/05/2018	Pre-School Manager	Wingrave Pre-School	<a href="#">Aylesbury</a>	18/05/2018
21/03/2018	Deputy Leader	First Steps Pre-school	<a href="#">PrincesRisborough</a>	18/05/2018
29/03/2018	Pre-School Assistant	First Steps Pre-school	<a href="#">PrincesRisborough</a>	18/05/2018
09/05/2018	Pre-School Practitioner	Bedgroves Busy Bees Pre-School	<a href="#">Aylesbury</a>	25/05/2018
05/04/2018	Manager of After School & Holiday Club	Busy Living @ Elangeni	<a href="#">Amersham</a>	31/05/2018
04/05/2018	Qualified Nursery Nurse or unqualified but willing to train	Child First Nursery	<a href="#">Aylesbury</a>	08/06/2018
04/05/2018	Baby Room leader	Child First Nursery	<a href="#">Aylesbury</a>	08/06/2018
04/05/2018	Manager	Leeside Nursery School	<a href="#">GreatMissenden</a>	15/06/2018
04/05/2018	Nursery Practitioner	Squirrels Tabernacle Nursery	<a href="#">Beaconsfield</a>	30/06/2018
17/04/2018	EYFS Practioner/ Qualified Early Years Assistant	Bledlow Pre School	<a href="#">PrincesRisborough</a>	20/07/2018

**Title: Manager of After School & Holiday Club**

**Organisation:** Busy Living @ Elangeni  
**Location:** Woodside Avenue Amersham HP6 6EG  
**Hours:** 2.45-6pm, Monday to Friday term time and holiday club 8am to 6pm with flexible days/hours  
**Qualifications/ Experience:** Minimum Level 3 for the Manager position or will consider a Level 2 with extensive childcare experience. You must have a proven background in childcare and management experience.

You are required to have a minimum Level 3 or 2 in Playwork or Early Years childcare qualification and must have management experience at Deputy or Manager level. You will be required to support and create free play opportunities, have good organisational skills, keep up to date with all Ofsted compliance & paperwork, be capable of leading the staff team & be computer literate. Excellent communication skills with staff and parents/carers are needed for this role. First Aid qualified and other completed core training is necessary, although training given in these areas if they need updating. The usual DBS police check will be submitted.

**Responsibilities/ Extra Information:** Managing all aspects of running the after school club and implementing OFSTED and EYFS safeguarding and welfare requirements. Must be capable of deploying and organising staff, implementing the planning and to incorporate 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:** Manager of After School club at £11.60ph and for the Holiday Club at £10.50ph (optional)

**Contact:** Tel: 01494 722318 or Email: [info@busy-living.co.uk](mailto:info@busy-living.co.uk)

**Closing Date:** Thursday 31 May 2018

**Title: Pre-School Practitioner**

**Organisation:** Bedgroves Busy Bees Pre-School  
**Location:** The Church Of The Holy Spirit, Camborne Avenue, Bedgrove, Aylesbury, HP21 7UE  
**Hours:** Mon, Tue & Fri 8.00am to 3.30pm, Wed 8.00am – 2.30pm Term time only  
**Qualifications/ Experience:** Minimum of NVQ level 2 or equivalent, with a minimum of 1 years post qualification experience in early years.

Safeguarding and paediatric first aid.  
 Experience of working as a key worker essential

**Responsibilities/ Extra Information:** You will work as part of a pre-school team to create a happy, stimulating and safe learning environment. The role involves key worker duties. i.e. observations.

**Salary:** Can discuss at interview

**Contact:** Tel: 07759096496 or Email: [Bedgrovesbusybeespre-school@outlook.com](mailto:Bedgrovesbusybeespre-school@outlook.com)

**Closing Date:** Friday 25 May 2018

<b>Title:</b>	<b>Qualified Nursery Nurse or unqualified but willing to train</b>
<b>Organisation:</b>	Child First Aylesbury
<b>Location:</b>	Green End, Aylesbury, Bucks, HP20 2SA
<b>Hours:</b>	Full time 45 hrs per week All year round
<b>Qualifications/ Experience:</b>	Willing to train, Level 2. NNEB/ Level 3 NVQ/ Diploma/ foundation degree. Understand how you implement the EYFS within a nursery setting. Previous experience of working with children in an early years setting and being a key person.
<b>Responsibilities/ Extra Information:</b>	<ul style="list-style-type: none"> <li>• To care for children in a busy setting and build positive relationships with them.</li> <li>• To work in a team to plan exciting activities for children based on their interests.</li> <li>• To be responsible for your key children's learning journeys.</li> <li>• To build a positive relationship with parents</li> <li>• Safeguarding our children is one of our priorities, a child first application form, references, DBS checks are an essential part of our recruitment process</li> </ul>
<b>Salary:</b>	Dependent on qualifications & Experience. £15,000-£19,500
<b>Contact:</b>	Tel: 01296 392516 or Email: <a href="mailto:Aylesbury@childfirst.co.uk">Aylesbury@childfirst.co.uk</a>
<b>Closing Date:</b>	Friday 8 June 2018

<b>Title:</b>	<b>Baby Room leader</b>
<b>Organisation:</b>	Child First Aylesbury
<b>Location:</b>	Green End, Aylesbury, Bucks, HP20 2SA
<b>Hours:</b>	Full time 45 hrs per week All year round
<b>Qualifications/ Experience:</b>	NNEB/ Level 3 NVQ/ Diploma/ foundation degree. We are a busy setting and are looking for someone who is experienced working within a Baby room.
<b>Responsibilities/ Extra Information:</b>	<p>Are you looking for a career where children lead the way? Do you have a real passion for children and their development?</p> <p>We are looking for an enthusiastic, inspiring, experienced nursery practitioner to join our team. Applicants must be able to think outside the box and create an exciting environment where children can explore and play. The ideal candidate will have experience as a room leader and be committed to working as part of a team providing quality childcare and education; have enthusiasm, good planning and organisational skills, attention to detail, excellent interpersonal skills and good verbal and written communication, and be keen to progress their career. Child First Nurseries are committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment, a child first application form, references, DBS checks are an essential part of our recruitment process. We are an equal opportunities employer and will select applicants for interview based on their ability to do the job.</p>
<b>Salary:</b>	Dependant on qualifications & Experience. £18,500-£20,000
<b>Contact:</b>	Tel: 01296 392516 or Email: <a href="mailto:Aylesbury@childfirst.co.uk">Aylesbury@childfirst.co.uk</a>
<b>Closing Date:</b>	Friday 8 June 2018

<b>Title:</b>	<b>Pre-School Manager</b>
<b>Organisation:</b>	Wingrave Pre-School
<b>Location:</b>	Twelve Leys, Wingrave, HP22 4QG
<b>Hours:</b>	25 – 35 hours per week (Term time with a small number of agreed hours in

the summer holidays)

**Qualifications/  
Experience:**

Skills, aptitude, knowledge and experience

**Essential**

- Considerable, proven experience of working within a childcare setting.
- Experience of working with the Early Years Foundation Stage and other relevant learning programmes/strategies e.g. contributing towards individual education plans
- Proven ability to lead action planning sessions
- Proven ability to take key decisions independently
- Understanding and recognition of the principles of equality and diversity
- Knowledge of child development and learning processes with reference to particular barriers to learning
- Proven and successful experience of working with children of relevant age in an early learning environment
- Experience of working with other agencies and professionals
- Ability to plan effective learning and care programmes
- Ability to lead the effective planning of learning
- Ability to work independently using own initiative.
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to relate well to children and adults including other professionals/carers/parents
- Ability to set, demonstrate and promote good practice in line with the ethos of the school both indoors and outdoors.
- Ability to manage multiple tasks, whilst ensuring children, colleagues, parents and carers are respected and listened to.
- Consistent approach with children and parents
- Experience of having kept written records of children's achievements including observations
- Previous experience in managing a team

Qualifications

**Essential**

- Completion of a CWDC recognised full and relevant Level 3 Childcare qualification, e.g. Level 3 Diploma for the Children & Young People's Workforce, NVQ Level 3 in Children's Care, Learning and Development
  - Completion of Safeguarding Foundation course (Group 3) within last 3 years – (for Safeguarding Designated Officer role.)
  - Willingness to participate in other development and training opportunities
  - Working knowledge of Early Years Foundation Stage national curriculum and other relevant learning programmes/strategies
  - 2 years' experience working with 2-4 year olds.
1. To ensure that staff comply at all times with pre-school policies, procedures and standards, including health and safety, hygiene, inclusion and confidentiality
  2. To liaise with parents/carers to ensure that particular needs of children are met
  3. To lead the planning of safe, creative and appropriate opportunities according to children's needs and interests to fulfil the requirements of the EYFS

**Responsibilities/  
Extra Information:**

4. To develop and maintain good relationships and communication with parents/carers to facilitate meeting the needs of each child, including organising meetings to update and involve parent/carers in their child's learning
5. To induct, supervise and contribute to performance management of staff according to policies and procedures
6. To co-ordinate and chair staff meetings
7. To manage staffing levels with required ratios
8. To maintain effective personnel systems and ensure that files are kept up to date
9. To actively promote and facilitate relevant staff training and development opportunities, including organising and monitoring Key Worker system
10. To actively promote the pre-school to ensure that vacant places are filled, and that services are marketed and advertised so that the pre-school runs to full capacity
11. To induct, supervise and contribute to performance management of staff according to policies and procedures
12. Working creatively with children within the EY framework, in order to provide an enabling learning environment for all children.
13. Ensuring all children have equal access to opportunities to learn and develop
14. Liaising with the village school Head teacher to share information and an agree course of action for children's transition to reception class.
15. Liaising with advisory and support staff in the development and improvement of the pre-school setting
16. To act in accordance with current legislation, policy and procedures
17. Leading the organisation of the availability and use of general and specialist play equipment and other resources, ensuring that they are clean, safe and secure. Carrying out risk assessments on a regular basis.
18. Ensuring that Health and Safety policies are implemented
19. Work requires bending, kneeling and crouching for periods of time and may also involve lifting or holding children during planned activities, and changing nappies/toileting duties.
20. Activities will occur both inside and outside.
21. Promoting positive values, attitudes and good child behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging children to take responsibility for their own behaviour
22. Providing objective and accurate feedback and reports as required on child achievement progress
23. Contributing to the overall ethos/work/aims of the pre-school.
24. To actively promote and support the safeguarding of children and young people in the workplace, ensuring that all staff and volunteers observe the setting policies and procedures to keep children safe from harm.
25. Financial tasks, funding forms for bucks cc, children invoices, staff payments.

**Salary:** £12 – 15 per hour

**Contact:** Tel: 07788434603 or Email: [katherine@kr-consulting.co.uk](mailto:katherine@kr-consulting.co.uk)

**Closing Date:** Friday 18 May 2018

<b>Title:</b>	<b>Nursery Practitioner</b>
<b>Organisation:</b>	Squirrels Tabernacle Nursery
<b>Location:</b>	43 Wattleton Rd , Beaconsfield, Bucks HP91RY
<b>Hours:</b>	3/4/5 day a week, 8.45-3.00pm, (38 weeks) Starting September 2018
<b>Qualifications/ Experience:</b>	This is a rare opportunity to join our mature, professional, friendly team. We are based in a private home so there is a very special and co-operative atmosphere in the nursery. There only twelve children in the setting. You will be working alongside other members of staff to deliver excellent care and support for the children. Could you see yourself as part of our team? we are looking for someone who has a love for children, flexible, enthusiastic, passionate with experience with children under 5 years old. Qualifications preferable but not essential
<b>Responsibilities/ Extra Information:</b>	<ol style="list-style-type: none"> <li>1. Daily: you will play a key part in the education and learning support of the children in our care and be a key worker.</li> <li>2. Daily: you will be asked to help set up the nursery bringing out toys in the morning before 9am and attend informal meeting with other member of staff when prayers will be said.</li> <li>3. If at the farm you will need to be very flexible to the needs of the children in a new environment.</li> <li>4. Daily: be aware of any risk and respond appropriately.</li> <li>5. Welcome children and parents.</li> <li>6. Observe and extend learning of children through the session including free play, science activities, snack time, assembly, music and outdoor play.</li> <li>7. Prepare the snack and drinks. Wash up cups, Hoover and basic cleaning ready for next day.</li> <li>8. Take an active part in planning meetings and alongside others provide detailed plans for the week ahead if the need arises.</li> <li>9. Value parent partnerships and keep parents informed of key aspects of their child's development.</li> <li>10. Be willing to undertake training to ensure your professional development.</li> </ol> <p>Other responsibilities:</p> <ol style="list-style-type: none"> <li>1) Safeguarding Children It is mandatory that all members of staff comply with our safeguarding requirement and attend safeguarding training.</li> <li>2) Risk Assessments Are a vital part of our safeguarding procedures. At induction you will be introduced to our annual and termly risk assessments. We also conduct daily risk assessments to reflect on new risks as they arise. It is part of your job to contribute to this and to be on the lookout for possible risks.</li> <li>3) Equality of Opportunities We promote British Values in all our practice. We aim to positively demonstrate this through our work that we greatly value and respect children of all ethnic/racial groups, religions, cultures, linguistic backgrounds and abilities. We operate from a Christian home and have an assembly and prayer each day. We will also kindly and non-judgmentally challenge inappropriate attitudes and practices. Induction training will include Behavior Management.</li> </ol>
<b>Salary:</b>	Negotiable dependent on qualifications and experience. £8 - £10 an hour
<b>Contact:</b>	Please contact us on 01494 670196 or email us for an application form and full Job description. <a href="mailto:tina@squirrels-nursery.co.uk">tina@squirrels-nursery.co.uk</a>
<b>Closing Date:</b>	Saturday 30 June 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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<b>Title:</b>	<b>Manager</b>
<b>Organisation:</b>	Leeside Nursery School
<b>Location:</b>	Lee Village Hall, Lee Clump Road, Lee Common, Great Missenden, Bucks, HP16 9NB
<b>Hours:</b>	Mon-Fri 8.30 – 3.15 plus office hours
<b>Qualifications/ Experience:</b>	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 Pediatric First Aid completed and in date
<b>Responsibilities/ Extra Information:</b>	Are you looking for a unique opportunity to be the manager of a beautiful preschool setting in the rural Buckinghamshire, Chiltern Hills.  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.  Leeside Nursery is a pack away village hall setting open from 9.10 – 3.15 - Term Time Only with some additional hours required for administration.
<b>Salary:</b>	Negotiable
<b>Contact:</b>	Tel: 01494 837719 or Email: <a href="mailto:Melissa@leesidenursery.co.uk">Melissa@leesidenursery.co.uk</a>
<b>Closing Date:</b>	Friday 15 June 2018

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

**Title: Pre School Room Leader****Organisation:** Monkey Puzzle Day Nursery**Location:** Rye House, 28 Easton St, High Wycombe, Bucks, HP11 1NT**Hours:** 40 per week**Qualifications/** Minimum level 3 in Childcare and 2 year post qualifying experience**Experience:****Responsibilities/** Key responsibilities**Extra Information:**

- To contribute to a high standard of quality within the nursery, including good practice, maintaining a clean and safe environment, and providing the activities and resources to meet the requirements of the EYFS
- Ensure appropriate planning and assessment is accurately maintained for key children and overseeing the planning and assessment done by other members of the room team
- Undertake the role of key person
- Prepare and supervise activities
- Ensure equality of access and opportunity is provided to all children, parents, staff and visitors
- Ensure the safety of the children and staff in your room
- To help to show prospective parents around the nursery
- To liaise with parents on a day to day basis about their child's wellbeing and development
- To notify the designated safeguarding officer of any safeguarding concerns
- Ensure confidentiality is maintained
- To work as part of the wider nursery team to ensure that the companies values are maintained
- Attend monthly staff meetings, planning meetings and undertake further training as required

**Salary:** Approx. £20,000 per annum dependent on age and experience**Contact:** Tel: 01494 700047 or Email: [admin@monkeypuzzlehighwycombe.co.uk](mailto:admin@monkeypuzzlehighwycombe.co.uk)**Closing Date:** Tuesday 15 May 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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<b>Title:</b>	<b>Deputy Leader</b>
<b>Organisation:</b>	First Steps Pre-school
<b>Location:</b>	Scout and Guide Centre Longwick Road, Princes Risborough Bucks HP29 9HN
<b>Hours:</b>	Flexible between 8.15 am and 3.15 pm
<b>Qualifications/ Experience:</b>	Level 3
<b>Responsibilities/ Extra Information:</b>	To work alongside the Group Leader, being responsible for key children, to be involved in coordinating safe guarding and special needs issues in the setting. To be able to run the pre-school in the Leader's absence and help with general duties such as setting up and clearing away.
<b>Salary:</b>	Competitive
<b>Contact:</b>	Tel: 07762326772 or Email: <a href="mailto:firststepscontact@gmail.com">firststepscontact@gmail.com</a>
<b>Closing Date:</b>	Friday 18 May 2018

<b>Title:</b>	<b>Pre-school Assistant</b>
<b>Organisation:</b>	First Steps Pre-school
<b>Location:</b>	Scout and Guide Centre, Longwick Road, Princes Risborough, Bucks, HP29 9HN
<b>Hours:</b>	Flexible between the hours of 8.00 am and 3.15 pm
<b>Qualifications/ Experience:</b>	No qualifications necessary but a willingness to learn and flexibility with working hours would be appreciated
<b>Responsibilities/ Extra Information:</b>	General duties to include: setting up and tidying away resources, key person responsibility for several children - including planning for their individual development
<b>Salary:</b>	TBC
<b>Contact:</b>	Tel: 07762326772 or Email: <a href="mailto:firststepscontact@gmail.com">firststepscontact@gmail.com</a>
<b>Closing Date:</b>	Friday 18 May 2018

<b>Title:</b>	<b>EYFS Practitioner / Qualified Early Years Assistant</b>
<b>Organisation:</b>	Bledlow Pre School
<b>Location:</b>	Bledlow Village Hall, Chinnor Road, Bledlow, HP27 9QF
<b>Hours:</b>	Part time. Approx. 16 hours per work, 38 weeks a year. Term time only.
<b>Qualifications/ Experience:</b>	Minimum NVQ Level 2 Qualification in Childcare or equivalent (Level 3 + preferred) Minimum of 12 months post qualification experience; 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:**

Main Duties:

- 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](mailto:manager@bledlowpreschool.com)

**Closing Date:**

Friday 20 July 2018

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