

**Updated: Tuesday,  
June 12, 2018**

## **Welcome to Childcare Employment Voluntary and Apprenticeship Vacancies in Buckinghamshire**

### **Applying For Vacancies**

The vacancies within this bulletin are correct at the time this document is updated. If you are interested in applying for any of the vacancies listed, please use the contact details given within the advert, they are setting details.

### **Advice and Guidance**

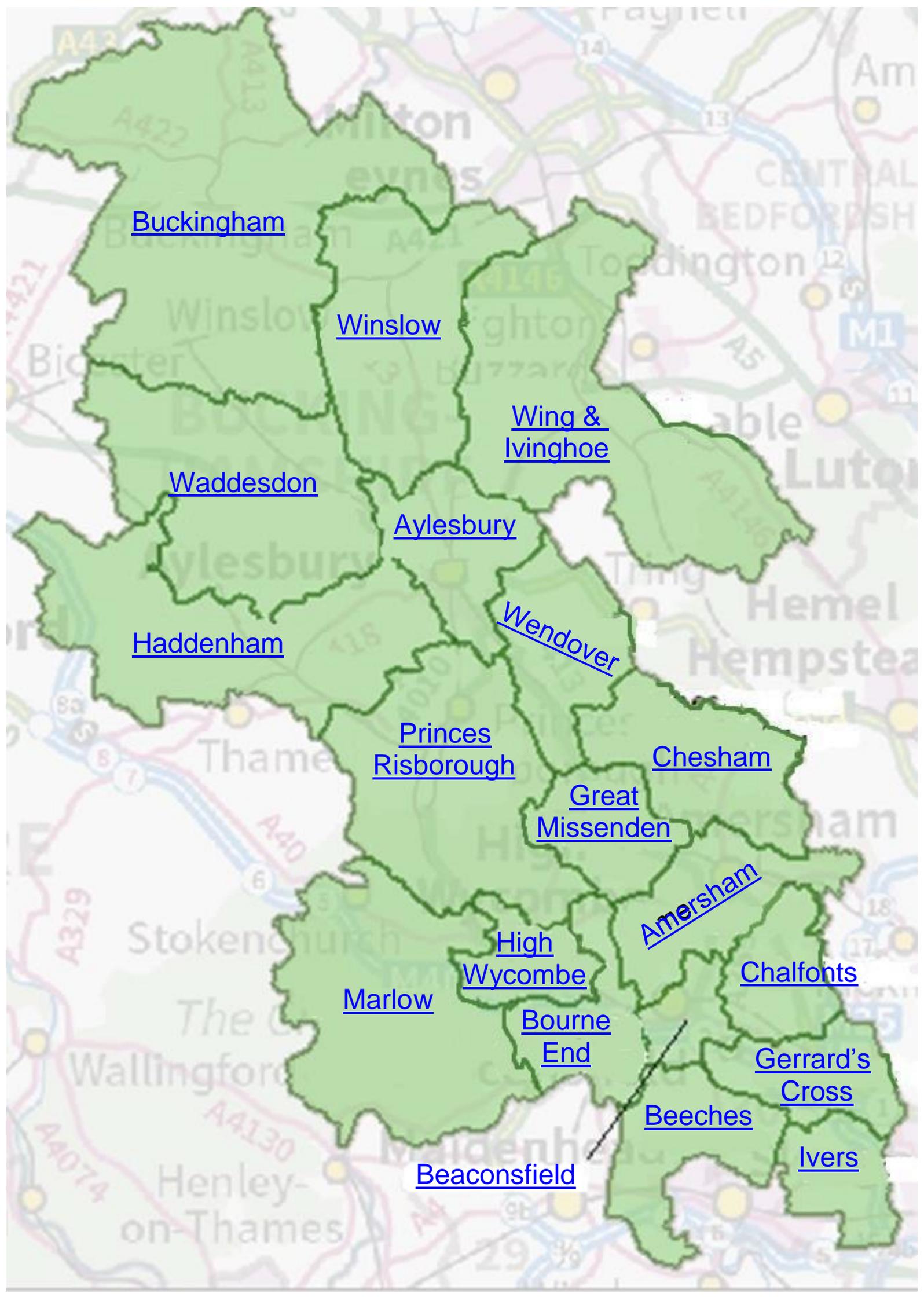
If you wish to discuss any aspect of working, training or volunteering in childcare please telephone the Team on 01296 387111.

### **Want to Advertise?**

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

Beeches

Beaconsfield

Ivers

<b>Date Loaded</b>	<b>Job Role</b>	<b>Setting</b>	<b>Area</b>	<b>Closing Date</b>
04/05/2018	Manager	Leeside Nursery School	<a href="#">GreatMissenden</a>	15/06/2018
22/05/2018	Playworker x 2 positions	Woodside Junior School	<a href="#">Amersham</a>	15/06/2018
21/05/2018	Nursery Team Leader	Childbase Partnership Ltd – Victoria House Day Nursery	<a href="#">Marlow</a>	17/06/2018
21/05/2018	Qualified Nursery Practitioner	Childbase Partnership Ltd – Victoria House Day Nursery	<a href="#">Marlow</a>	17/06/2018
21/05/2018	Qualified Nursery Practitioner	Childbase Partnership Ltd – Willows Day Nursery	<a href="#">Aylesbury</a>	17/06/2018
21/05/2018	Qualified Nursery Practitioner	Childbase Partnership Ltd – Field House Day Nursery	<a href="#">Buckingham</a>	17/06/2018
23/05/2018	Early Years Practitioner	Rainbow Pre-School	<a href="#">Beeches</a>	22/06/2018
25/05/2018	Supervisor	Naphill and Walters Ash Out of School Club	<a href="#">HighWycombe</a>	22/06/2018
30/05/2018	Play Assistant	Buckingham Pre-School Playgroup	<a href="#">Buckingham</a>	22/06/2018
12/06/2018	Administrator	The Woodland Pre-School	<a href="#">HighWycombe</a>	22/06/2018
12/06/2018	Learning Support Assistant x 2 positions	Lindfield Pre-school Nursery	<a href="#">Amersham</a>	22/06/2018
31/05/2018	Deputy Leader	First Steps Pre-school	<a href="#">PrincesRisborough</a>	29/06/2018
31/05/2018	Pre-School Assistant	First Steps Pre-school	<a href="#">PrincesRisborough</a>	29/06/2018
04/05/2018	Nursery Practitioner	Squirrels Tabernacle Nursery	<a href="#">Beaconsfield</a>	30/06/2018
29/5/2018	Qualified nursery / Montessori practitioner	Manor Grove Montessori Ltd	<a href="#">Buckingham</a>	30/06/2018
05/06/2018	Playgroup Assistant	Jack and Jill Preschool (Marlow)	<a href="#">Marlow</a>	30/06/2018
12/06/2018	Pre-School Practitioner	BedgrovesBusyBees Pre-School	<a href="#">Aylesbury</a>	06/07/2018
17/04/2018	EYFS Practitioner / Qualified Early Years Assistant	Bledlow Pre School	<a href="#">PrincesRisborough</a>	20/07/2018

**Title: Playworker x 2 positions**

**Organisation:** Woodside Junior School  
**Location:** Mitchell Walk, Amersham, Bucks, HP6 6NW  
**Hours:** Position 1 – 12pm to 6pm Monday to Friday  
 Position 2 – 3pm to 6pm Monday to Friday  
**Qualifications/ Experience:** NVQ Level 2 equivalent desired  
**Responsibilities/ Extra Information:** Providing safe, stimulating and caring play environment during wrap around provision  
**Salary:** £15,105 FTE Bucks Pay Range 1 Grade 5  
**Contact:** Tel: 01494 725897 or Email: [sbm@woodside.bucks.sch.uk](mailto:sbm@woodside.bucks.sch.uk)  
**Closing Date:** Friday 15 June 2018

**Title: Learning Support Assistant x 2 positions**

**Organisation:** Lindfield Pre-school Nursery  
**Location:** Chiltern Youth Club, Chiltern Avenue, Amersham HP6 5AH  
**Hours:** Position 1 - Part time. Monday 09.00-12.00, Tuesday 12.45-16.15, Wednesday 12.45-16.15, Thursday 09.00-12.00, Friday 09.00-12.00  
 Position 2 - Part time. Monday 08.00-18.00, Tuesday 09.00-16.15, Wednesday 08.00-18.00, Friday 09.00-16.15  
**Qualifications/ Experience:** Suitable candidates will be required to have a DBS criminal records check, two references and be prepared to undergo safeguarding and first aid training. Experience with working with children is preferred not necessary. All relevant training will be provided.  
**Responsibilities/ Extra Information:** We have a vacancy for an enthusiastic Learning Support Assistant to join our highly experienced team from September 2018. We pride ourselves on providing a safe, inclusive and nurturing environment for the children in our care. You will work in a one-to one role with a specific child.  
**Salary:** From £8.93 (depending on experience)  
**Contact:** Tel: 01494 725630 or Email: [lindfieldpreschoolnursery@gmail.com](mailto:lindfieldpreschoolnursery@gmail.com)  
**Closing Date:** Friday 22 June 2018

**Title: Qualified Nursery Practitioner**

**Organisation:** Childbase Partnership Ltd – Willows Day Nursery  
**Location:** Aylesbury, HP21 8AL

**Hours:** Full time  
**Qualifications/** Level 3 or above in Early Years  
**Experience:**

**Responsibilities/** Work should be fun and we are looking for individuals who share that  
**Extra** philosophy whilst providing children under 5 with a 'Sound Foundation' for life.  
**Information:**

Your role as a Team Leader will include:

- Working within the Management Team to deliver high quality childcare throughout the nursery
- Promoting partnerships with families and external agencies
- 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'
- Potential for an annual tax-free Partnership Dividend
- 50% childcare discount from day one
- Salary from £9.88 - £11.75 per hour.

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](mailto:recruitment@childbase.com)

**Closing Date:** Sunday 17 June 2018

**Title: Pre-school practitioner**

**Organisation:** BedgrovesBusyBees 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/** Minimum of NVQ level 2 or equivalent, with a minimum of 1 years post  
**Experience:** qualification experience in early years.

Safeguarding and paediatric first aid.

Experience of working as a key worker essential

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

**Salary:** Can discuss at interview

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

**Closing Date:** Friday 6 July 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

<b>Title:</b>	<b>Early Years Practitioner</b>
<b>Organisation:</b>	Rainbow Pre-School
<b>Location:</b>	The Walter Davies Scout Centre, Duffield Lane, Stoke Poges, Bucks SL2 4AL
<b>Hours:</b>	09:00 – 15:00 Term Time Only (38 weeks)
<b>Qualifications/ Experience:</b>	Full and relevant Level 3 Qualification in childcare Or Full and relevant Level 2 Qualification in childcare, with 2 years keyworker experience.
<b>Responsibilities/ Extra Information:</b>	<ul style="list-style-type: none"><li>• To be committed to safeguarding and promoting the welfare of the children.</li><li>• To provide high quality childcare in a safe and fun environment.</li><li>• To carry out Key person duties including communicating with parents and other professionals, maintaining records and implementing the observation, assessment &amp; planning cycle.</li><li>• To assist in the daily setting up of the Pre-School.</li><li>• To read, implement and adhere to all Pre-School policies and procedures,</li><li>• To respond appropriately to incidents, accidents, complaints and emergencies.</li><li>• To ensure that the Pre-school is welcoming to all.</li><li>• To make purposeful observations and assessments ensuring the development records of keyworker children are kept up to date.</li><li>• To display an understanding of signs of abuse and how to report concerns.</li><li>• To adhere to the settings Privacy Notice.</li><li>• To attend regular staff meetings.</li></ul>
<b>Salary:</b>	£10,657 - £11,916 Dependent on experience and qualifications. Salary would be adjusted accordingly to suit reduction in hours.
<b>Contact:</b>	Tel: 01753 647572 or Email: <a href="mailto:Stokepogesrainbow@hotmail.co.uk">Stokepogesrainbow@hotmail.co.uk</a>
<b>Closing Date:</b>	Friday 22 June 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 – Field House Day Nursery  
**Location:** Buckingham, MK18 1ST

**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** philosophy whilst providing children under 5 with a ‘Sound Foundation’ for life.  
**Information:**

Your role as a Team Leader will include:

- Working within the Management Team to deliver high quality childcare throughout the nursery
- Promoting partnerships with families and external agencies
- 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’
- Potential for an annual tax-free Partnership Dividend
- 50% childcare discount from day one
- Salary from £9.88 - £11.75 per hour.

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:** Sunday 17 June 2018

**Title: Qualified nursery / Montessori practitioner**

**Organisation:** Manor Grove Montessori Ltd  
**Location:** Manor Farm Bungalow, Church Lane, Tingewick, Bucks, MK18 4RB

**Hours:** Full time / Part time  
**Qualifications/** Level 2 or 3, Montessori Diploma, Degree level  
**Experience:**

**Responsibilities/** We are looking for an enthusiastic, caring and friendly person to work as part  
**Extra** of our small team. You will be looking after children ranging from 3 months up  
**Information:** to 4 years in a Montessori environment. You will need to consider the  
 children's welfare and safe guarding at all times, whilst also providing the  
 children with a stimulating learning environment. Although most of the time will  
 be spent with the children, you will be required to write up the children's  
 learning journeys on a tablet or PC making basic computer skills a necessity.  
 In order to be a successful candidate, you will also need to have excellent  
 communication skills and be able to communicate effectively with both parents  
 and children. A DBS check and satisfactory references will be obtained before  
 a job is offered to the successful candidate.

**Salary:** £18, 400 - £20, 000 depending on qualification  
**Contact:** Tel: 01280 848626 or Email: [Felicity.fenemore@btinternet.com](mailto:Felicity.fenemore@btinternet.com)  
**Closing Date:** Saturday 30 June 2018

**Title: Play Assistant**

**Organisation:** Buckingham Pre-School Playgroup  
**Location:** Buckingham Town CC, Bourton Road, Buckingham MK18 1BG  
**Hours:** TBC but minimum of 16 hours per week  
**Qualifications/ Experience:** Level 3 in Child care. Grades A-C In Maths and English Language GCSE and knowledge of Tapestry on line learning journey would be helpful.  
**Responsibilities/ Extra Information:** To be a Key worker to allocated children and update their On line Journals ensuring children are meeting expected levels of Development according to the EYFS. To carry out roles and responsibilities highlighted in the Job description and set by the Deputy Play Leader and Play Leader.  
**Salary:** TBC  
**Contact:** Tel: 07549 930745 or 01280 816228 or Email: [bpspgleader@gmail.com](mailto:bpspgleader@gmail.com) or [karen@buckinghampreschool.co.uk](mailto:karen@buckinghampreschool.co.uk)  
**Closing Date:** Friday 22 June 2018

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

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

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

<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.

<b>Title:</b>	<b>Supervisor</b>
<b>Organisation:</b>	Naphill and Walters Ash Out of School Club
<b>Location:</b>	Naphill and Walters Ash School, Walters Ash, High Wycombe, Bucks, HP14 4UL
<b>Hours:</b>	7.45am-9.15am - 3.00pm-6.15pm holiday club 8am-6pm hours negotiable
<b>Qualifications/ Experience:</b>	Supervisor NVQ Level 3 in child care/play work or equivalent, Experience in working with children aged 4-11, Firm understanding of safeguarding, Competent in using computer systems including e mail Microsoft Word and Excel
<b>Responsibilities/ Extra Information:</b>	To assist the Manager in the daily running of the Clubs. Details on application
<b>Salary:</b>	Excellent rates of pay depending on qualifications/experience
<b>Contact:</b>	Tel: 07817965148 or Email: <a href="mailto:outofschoolclub@bucksgfl.org.uk">outofschoolclub@bucksgfl.org.uk</a>
<b>Closing Date:</b>	Friday 22 June 2018

<b>Title:</b>	<b>Administrator</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>	Between 25 and 30 hours per week with a minimum of 3 days at the setting. Hours between 8.15am and 4pm.
<b>Qualifications/ Experience:</b>	We are looking for an experienced administrator to take on all the day to day administration of a busy pre-school. The successful applicant will ideally have experience of a voluntary managed setting and must be competent in Word, Excel, Outlook, Sage Payroll and accounts. The position is subject to an enhanced DBS clearance and requires the candidate to undertake safeguarding training.
<b>Responsibilities/ Extra Information:</b>	A full job description is available on request but the role includes admissions, dealing with all phone enquiries and visitors, record keeping, Payroll, Pensions, Funding, Photo records, writing policies and procedures, updating the website and Personnel tasks.
<b>Salary:</b>	Negotiable dependent on experience
<b>Contact:</b>	Tel: 01494 521953 or Email: <a href="mailto:admin@thewoodlandpreschool.co.uk">admin@thewoodlandpreschool.co.uk</a>
<b>Closing Date:</b>	Friday 22 June 2018

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

**Title: Nursery Team Leader**

**Organisation:** Childbase Partnership Ltd – Victoria House Day Nursery  
**Location:** Marlow, SL7 1DL

**Hours:** Full time  
**Qualifications/** Level 3 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 Team Leader will include:

- Working within the Management Team to deliver high quality childcare throughout the nursery
- Promoting partnerships with families and external agencies
- 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’
- Potential for an annual tax-free Partnership Dividend
- 50% childcare discount from day one
- Salary from £9.88 - £11.75 per hour.

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:** £9.88 - £11.75 per hour  
**Contact:** Email: [recruitment@childbase.com](mailto:recruitment@childbase.com)  
**Closing Date:** Sunday 17 June 2018

**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 Team Leader will include:

- Working within the Management Team to deliver high quality childcare throughout the nursery
- Promoting partnerships with families and external agencies
- 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'
- Potential for an annual tax-free Partnership Dividend
- 50% childcare discount from day one
- Salary from £9.88 - £11.75 per hour.

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:** Sunday 17 June 2018

**Title:** **Playgroup Assistant**

**Organisation:** Playgroup Assistant  
**Location:** The Church Hall, The Causeway, Marlow Bucks SL7 2AA

**Hours:** 9am to 1pm at present two days a week with a view to increasing as the term gets busier

**Qualifications/ Experience:** Would prefer someone with experience and a level two or equivalent. However, we will give training to the right applicant.

Applicant needs to be enthusiastic, energetic and fit as the job requires heavy lifting

**Responsibilities/ Extra Information:** Looking after key children. Recording development progress of key children and discussing progress with parents. Setting up the preschool in the morning and packing it away at the end of the session.

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:** From £8 per hour-depending on experience  
**Contact:** Tel: 07748692721 or Email: [janelanglejackandjill@outlook.com](mailto:janelanglejackandjill@outlook.com)  
**Closing Date:** Saturday 30 June 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>	<p>Minimum NVQ Level 2 Qualification in Childcare or equivalent (Level 3 + preferred)</p> <p>Minimum of 12 months post qualification experience;</p> <p>A sound knowledge and understanding of the EYFS;</p> <p>A sound understanding of child development</p> <p>A strong understanding of safeguarding requirements</p> <p>A good standard of literacy and numeracy and excellent communication skills;</p> <p>A good working knowledge of ICT and an ability to use Microsoft office applications, email and the internet.</p> <p>The ability to work in a positive manner with colleagues and as part of a team</p> <p>The ability to communicate effectively and professionally with parents/carers and other professionals.</p> <p>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</p> <p>The willingness to attend training courses and to keep up to date with the latest ideas and developments in the Early Years field</p> <p>The ability to keep clear and appropriate records on children and their progress</p> <p>The ability to be organised, methodical and able to work independently on own initiative</p> <p>Robust mental and physical health</p>
<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, neglect and how to report them.</li> </ul>

- 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

**Title:** Deputy Leader

**Organisation:** First Steps Pre-school

**Location:** Scout and Guide Centre, Longwick Road, Princes Risborough, HP27 9HN

**Hours:** Flexible between the hours of 8.00 am and 3 pm

**Qualifications/** Level three in childcare required

**Experience:**

**Responsibilities/** To assist with the running and planning of the pre-school. To help to set up  
**Extra Information:** and put away the toys and resources and to supervise the other members of staff. To take charge the Group Leader is not available.

**Salary:**

**Contact:** Tel: 07762326772 or Email: [firststepscontact@gmail.com](mailto:firststepscontact@gmail.com)

**Closing Date:** Friday 29 June 2018

**Title:** Pre-School Assistant

**Organisation:** First Steps Pre-school

**Location:** Scout and Guide Centre, Longwick Road, Princes Risborough, HP27 9HN

**Hours:** Flexible between the hours of 8.00 am and 3 pm

**Qualifications/** Level three in childcare required

**Experience:**

**Responsibilities/**

**Extra Information:**

To report to the Group leader or Deputy in her absence. To assist with the planning of the pre-school and to be a key worker to a few children. To help set up and put away the toys and resources.

**Salary:**

**Contact:**

Tel: 07762326772 or Email: [firststepscontact@gmail.com](mailto:firststepscontact@gmail.com)

**Closing Date:**

Friday 29 June 2018

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

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

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

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