

**Updated: Monday,
July 02, 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.

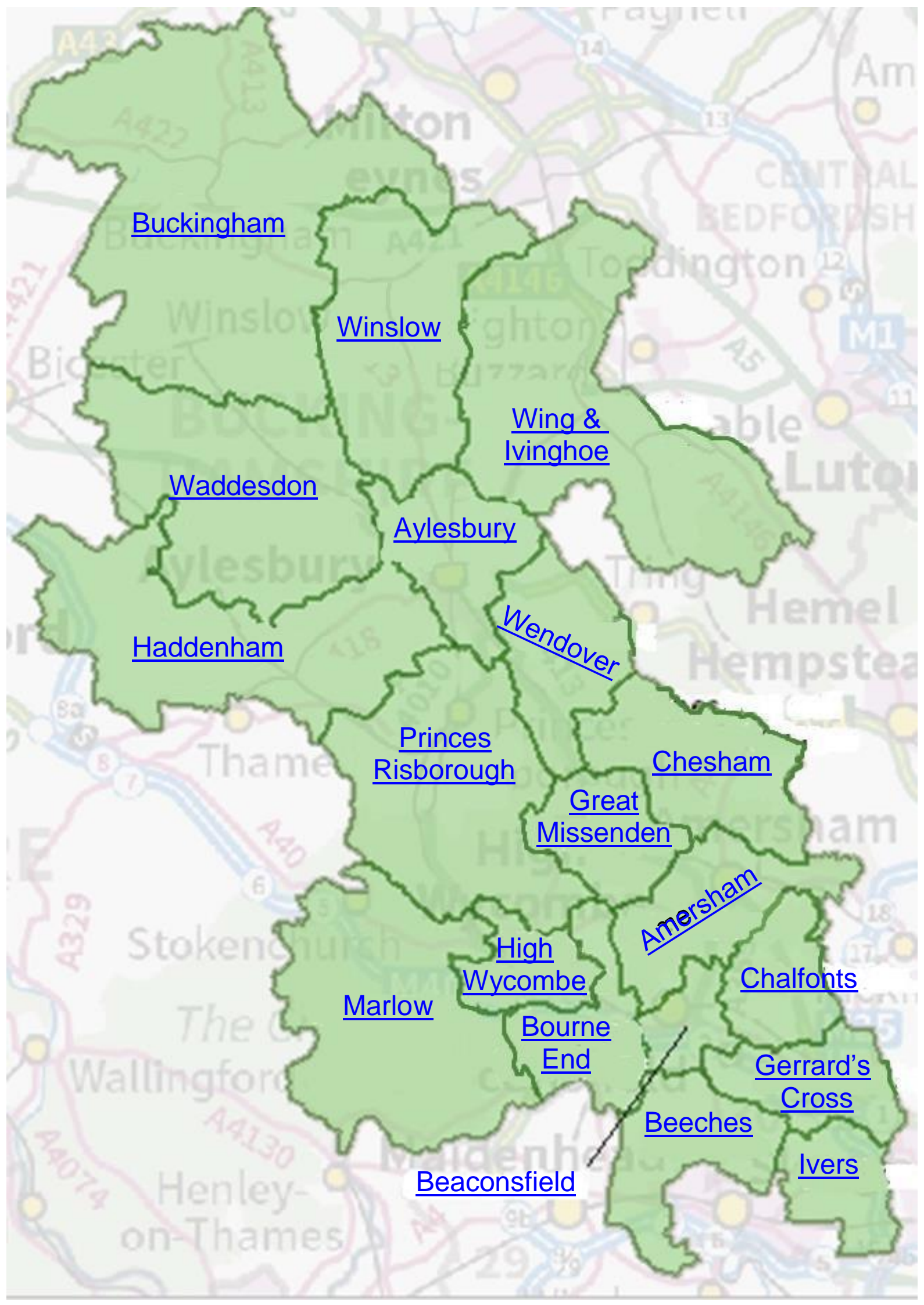
Want to Advertise?

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

Marlow

High Wycombe

Amersham

Bourne End

Chalfonts

Beaconsfield

Beeches

Gerrard's Cross

Ivers

| Date Loaded | Job Role | Setting | Area | Closing Date |
|--------------------|---|----------------------------------|-----------------------------------|---------------------|
| 12/06/2018 | Pre-School Practitioner | Bedgroves Busy Bees Pre-School | Aylesbury | 06/07/2018 |
| 21/06/2018 | 1:1 Support Worker | Marlow Opportunity Playgroup | Marlow | 13/07/2018 |
| 25/06/2018 | Afterschool Practitioner | Stone & Fairford Leys Pre-School | Aylesbury | 13/07/2018 |
| 02/07/2018 | Pre-School Assistant | Tingewick Pre-School | Buckingham | 16/07/2018 |
| 17/04/2018 | EYFS Practitioner / Qualified Early Years Assistant | Bledlow Pre-School | PrincesRisborough | 20/07/2018 |
| 02/07/2018 | Nursery Nurse | The Marlow Day Nursery | Marlow | 20/07/2018 |
| 02/07/2018 | Nursery Cook | Willow Tree Nursery | HighWycombe | 27/07/2018 |
| 02/07/2018 | Nursery Practitioner | Willow Tree Nursery | HighWycombe | 27/07/2018 |
| 02/07/2018 | Nursery Practitioner | Willow Tree Nursery | HighWycombe | 27/07/2018 |
| 02/07/2018 | Deputy Manager | Willow Tree Nursery | HighWycombe | 27/07/2018 |

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

Title: Pre-school 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/ 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**Closing Date:** Friday 6 July 2018**Title: Afterschool practitioner****Organisation:** Stone & Fairford Leys**Location:** Maple House,
74 Oxford Road (off Badgers Rise),
Stone, Aylesbury, Bucks, HP17 8PL**Hours:** Afterschool: 3pm to 6pm (Monday to Friday Term time only)**Qualifications/ Experience:** No qualifications required**Responsibilities/ Extra Information:** Work within a team of staff, help supervise breakfast, support the children with activities during the morning before the walk to school.

Assist with the return walk from school, we currently only serve the Stone village school; remain on the school site until all children have gone into school.

Leave Maple House at 3pm for the return walk to school to collect children, supervise snacks & drinks. General supervision of the children, support activities and work together with the other staff.

Collection of children starts from 4.15pm onwards

Help with washing up / cleaning of the kitchen and main room

Remain on site until 6pm

Salary: £7.83 per hour**Contact:** Tel: 01296 748247 or Email: Stone.fleypreschool@hotmail.co.uk**Closing Date:** Friday 13 July 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 Assistant**Organisation:** Tingewick Pre-School**Location:** Main Street, Tingewick, Buckinghamshire, MK18 4NL**Hours:** 8.30 am – 12.15/1.15 pm.

Initially 2 mornings per week to include a Friday with a view to increasing days as numbers increase and with the flexibility to cover staff sickness or absence.

Qualifications/ Minimum Level 2 Childcare/Early Years qualification**Experience:** Mathematics and English GCSE Grade C or higher

Previous experience in Early Years preferred.

Responsibilities/ To assist with the planning of the EYFS to support all children.**Extra** To act as a keyworker to a small group of children and liaise closely with their families.**Information:**

To complete clear, written observations and assessments using an Online Learning Journal.

To provide children with an appropriate level of support and stimulation, channeling their interests.

To prepare resources for activities when required.

To lead a session to include providing a craft activity, circle time and story time.

To maintain confidentiality regarding children, their families or staff.

To be aware of safeguarding issues and to address any concerns to the Supervisor.

To set up the room and tidy away at the end of the session.

To attend relevant training as required.

To attend staff meetings half termly.

Salary: TBA**Contact:** Tel: 01280 847307 or Email: tingewickpreschool@outlook.com

A visit to the Preschool to spend some time with the children and staff is highly recommended. Please contact us before the closing date to arrange a suitable day and time.

Closing Date: Monday 16 July 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: | Afterschool Practitioner |
| Organisation: | Stone & Fairford Leys Preschool |
| Location: | Maple House, 74 Oxford Road (off Badgers Rise), Stone, Aylesbury, Bucks, HP17 8PL |
| Hours: | Afterschool: 3pm to 6pm (Monday to Friday Term time only) |
| Qualifications/ Experience: | No qualifications required |
| Responsibilities/ Extra Information: | Work within a team of staff, help supervise breakfast, support the children with activities during the morning before the walk to school. Assist with the return walk from school, we currently only serve the Stone village school, remain on the school site until all children have gone into school. Leave Maple House at 3pm for the return walk to school to collect children, supervise snacks & drinks. General supervision of the children, support activities and work together with the other staff. Collection of children starts from 4.15pm onwards. Help with washing up / cleaning of the kitchen and main room. Remain on site until 6pm |
| Salary: | £7.83 per hour |
| Contact: | Tel: 01296 748247 or Email: Stone.fleypreschool@hotmail.co.uk |
| Closing Date: | Friday 13 July 2018 |

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|---|---|
| Title: | Nursery Cook |
| Organisation: | Willow Tree Nursery |
| Location: | Willow Tree Nursery, Chapel Road, Flackwell Heath, HP10 9AA |
| Hours: | 20 hours per week 9.30am-1.30pm Monday-Friday |
| Qualifications/ Experience: | Level 2 food hygiene desirable. |
| Responsibilities/ Extra Information: | Your role as cook / chef will include: Following company recipes to make healthy nutritious meals. Maintaining EHO 5* ratings. Following COSHH procedures. Ordering and monitoring food supplies. |
| Salary: | £8,320-£9,360 |
| Contact: | Tel: 07927 480622 or Email: amy@country sidenurseries.co.uk |
| Closing Date: | Friday 27 July 2018 |

| | |
|---|--|
| Title: | Nursery Practitioner |
| Organisation: | Willow Tree Nursery |
| Location: | Willow Tree Nursery, Chapel Road, Flackwell Heath, HP10 9AA |
| Hours: | 40 hours per week 7.30-6pm Monday-Friday |
| Qualifications/ Experience: | Qualified to level 3 or above. |
| Responsibilities/ Extra Information: | You will have a sense of fun. You will enjoy playing with children to support their learning, development and wellbeing. You will safeguard all children and ensure their needs are met. Your friendly personality will enable you to build positive relationships with parents, colleagues and other professionals. |
| Salary: | £15,800-£18,000k |
| Contact: | Tel: 07927 480622 or Email: amy@country sidenurseries.co.uk |
| Closing Date: | Friday 27 July 2018 |

| | |
|---|--|
| Title: | Nursery Practitioner |
| Organisation: | Willow Tree Nursery |
| Location: | Willow Tree Nursery, Chapel Road, Flackwell Heath, HP10 9AA |
| Hours: | 40 hours per week 7.30-6pm Monday-Friday |
| Qualifications/ Experience: | Qualified to level 2 or above. |
| Responsibilities/ Extra Information: | You will have a sense of fun. You will enjoy playing with children to support their learning, development and wellbeing. You will safeguard all children and ensure their needs are met. Your friendly personality will enable you to build positive relationships with parents, colleagues and other professionals. |
| Salary: | £14,500-£15,500 |
| Contact: | Tel: 07927 480622 or Email: amy@country sidenurseries.co.uk |
| Closing Date: | Friday 27 July 2018 |

| | |
|---|---|
| Title: | Deputy Manager |
| Organisation: | Willow Tree Nursery |
| Location: | Willow Tree Nursery, Chapel Road, Flackwell Heath, HP10 9AA |
| Hours: | 40 hours per week 7.30am-6.00pm Monday-Friday |
| Qualifications/ Experience: | Qualified to level 3 or above. |
| Responsibilities/ Extra Information: | Working with the Nursery Manager to ensure the smooth running of the business. You will have a sense of fun. You will enjoy playing with children to support their learning, development and wellbeing. You will safeguard all children and ensure their needs are met. Your friendly personality will enable you to build positive relationships with parents, colleagues and other professionals. You will be responsible for supporting and mentoring staff to reflect on and improve practice. You will be familiar with current guidance |

and legislation.

Salary: £19,000k-£23,000k

Contact: Tel: 07927 480622 or Email: amy@country sidenurseries.co.uk

Closing Date: Monday 27 August 2018

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

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/ Level 3 in EY and childcare (or willingness to undertake this training)

Experience: Preferably experience of working with children with special needs

Responsibilities/ Working 1:1 with children aged 2-4 with a variety of profound and complex
Extra Information: needs.

All duties associated with working in a pre-school setting.

Salary: Dependent on training/experience from £8.94 per hour

Contact: Tel: 01628 521890 or Email: marlowopps@btconnect.com

Closing Date: Friday 13 July 2018

Title: Nursery Nurse

Organisation: The Marlow Day Nursery
Location: Sandygate Road, Marlow, Bucks. SL7 3AZ

Hours: Full time

Qualifications/ Suitable candidates will be required to have a DBS Criminal records check,
Experience: two references. Successful applicants will need to provide 'right to work in the UK' documentation and be prepared to undergo safeguarding, first aid, Food Hygiene and Health and Safety training. Experience with working with children is preferred but not necessary. All relevant training will be provided.

Responsibilities/ A nursery nurse plays an important part in the care of young children. You will
Extra Information: work within a team of staff to plan, organise and carry out a range of activities. You will help provide and maintain a safe and motivating environment for the children to learn and develop.

As a Nursery Nurse, you will plan for, carry out a variety of activities and provide a high level of care. Nursery nurse duties will include:

- Creating a safe, caring and stimulating environment that promotes learning through play.
- Working with other team members to plan age appropriate activities.
- Engage children in learning and play activities.
- Working closely with parents and/or carers, giving them a high standard of customer service.
- Working with colleagues and other professionals to make sure that children's needs are met.
- Making sure that risk assessments are completed daily.
- Attend regular staff meetings and in-house training as appropriate.
- Contribute to and attend Supervision Meetings and Staff Appraisals.

Salary: Level 2 £8.00 per hour

Level 3 £8.50 per hour

Contact: Tel: 01628-488114 or Email: themarlowdaynursery@gmail.com

Closing Date: Friday 20 July 2018

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|---|---|
| Title: | EYFS Practitioner / Qualified Early Years Assistant |
| Organisation: | Bledlow Pre School |
| Location: | Bledlow Village Hall, Chinnor Road, Bledlow, HP27 9QF |
| Hours: | Part time. Approx. 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> <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> |
| 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 20 July 2018

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