

Childcare job vacancies February 2010

be a source of inspiration, work in childcare



The job list contains current vacancies in:

nurseries • after-school care • pre-schools • holiday play schemes

Hillingdon Council's childcare and early years service: **0800 073 4800**



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INVESTOR IN PEOPLE

www.hillingdon.gov.uk

About the childcare job vacancy list

Hillingdon Council's childcare and early years service (CEYS) has provided this information. To the best of our knowledge, all details of listed vacancies are correct at the time of going to print. All vacancies are listed in good faith and it is the responsibility of the individual jobseeker to agree on job terms and conditions with the employer organisation.

This list is updated monthly.

If you no longer require a copy of the job sheet please call **0800 073 4800** and we will take you off the mailing list.

If you would prefer to receive the council's childcare and early years service job vacancy sheet by email, please call **0800 073 4800** or email fis@hillingdon.gov.uk

You can also access these childcare vacancies online by visiting: www.hillingdon.gov.uk/childcare and clicking on **childcare careers**

Training

Sponsorship is available for childcare qualifications / training. For further information, advice and guidance please contact the training department on: **01895 556977**.

Other childcare opportunities available

You may wish to start your own business and work as a childminder in your own home. To do this, you will need to attend two childminder briefing sessions run by Hillingdon Council's Childcare and Early Years service. For more information, call **01895 250516**.

Other vacancies - Casual Staff vacancies

- ✓ Are you NVQ level 2 / 3 qualified?
- ✓ Do you hold a current CRB check?
- ✓ Are you looking for flexible work?
- ✓ Do you have experience of working with children?

The Families' Information Service is working with childcare providers within the London Borough of Hillingdon to help provide them with details of qualified and experienced childcare workers who are looking to work on a flexible basis.

If you answered yes to **all** of the above questions and are interested in the Families' Information Service passing on your details to settings that are looking to recruit staff, please call us on: 0800 073 4800.

Hillingdon Council's Childcare and Early Years Service
are supporting the National Surestart Early Years
Childcare and Playwork Recruitment Campaign.

The logo for SureStart, featuring the word "SureStart" in a bold, blue, sans-serif font. The letter "a" in "Start" is stylized with a small orange triangle pointing to the right.

Twinkle Tots Limited, Hayes

Nursery Manager

Salary £18,000 - £26,000 per annum depending on experience

40 hours per week, Monday to Friday

Main Purpose of Job

- Provide a safe and high quality education for all children attending the setting
- Fulfil all legal and statutory requirements of the EYFS framework including meeting all Ofsted Requirements.
- Support with the supervising of staff on a day-to-day basis, deal with staff inductions and staff development.
- Contribute and implement the nurseries policies and procedures.

Duties and Responsibilities

1. To be responsible for drawing up long term and short term curriculum plans which ensure that each child is working towards early learning goals.
2. To assist the Children's Centre Teacher in providing high quality of teaching, ensuring that staff are properly deployed and offer appropriate stimulation and support to the children.
3. To be responsible for implementing systems of observation and record keeping so that children's achievements and progress are effectively and regularly assessed; to monitor the effectiveness of assessment procedures.
4. To organise the key worker system and to effectively supervise staff on a daily basis; to participate in staff appraisals and to identify in-service training needs.
5. To ensure records and display boards are properly maintained, e.g. daily attendance register, accident and incident book and the parents' notice boards.
6. To liaise closely with parents, informing them about the nursery, exchanging information about their children's progress and encouraging parents' involvement.
7. To ensure that the nursery is a safe environment for children, staff and others, that equipment is safe, standards of hygiene are high, safety procedures are practiced.
8. To support with the development and implementation of the after school club, to ensure the smooth running of the provision.
9. To support with the advertising, promotion and marketing of the nursery and to pro-actively recruit new children.
10. To contribute to and to implement all of the nursery's policies and procedures, especially those on equal opportunities and confidentiality.
11. To attend in-service training and meetings as required.
12. To undertake any other reasonable duties as directed by the management, in accordance with the nursery's business plan/objectives.

Person Specification

- CACHE Level 3 Diploma in Early Years, NVQ level 3 or equivalent.
- Three years experience.
- A high level of understanding of child development, and of children's needs.
- Ability to plan and implement the Early Years Foundation Stage curriculum.
- Ability to work with parents and to encourage their involvement.
- Ability to lead a team of adults.
- Commitment to equal opportunities and understanding of religious and cultural diversity.

- Ability to write clear reports.

To apply, please email twinkletotz@hotmail.co.uk or telephone 0208 917 9312 for further details.

QTS Teacher

Salary: £35,000 - £45,000 per annum, depending on experience

Main Purpose of Job

- To work alongside all partners in the scheme to develop an inclusive and effective, high quality learning and teaching approach, including work with families.
- To develop a strategy with key partners in the children's centre to ensure a consistent and coherent framework for the early years provision in line with a vision of achieving excellent outcomes for young children and their families.
- To work for the majority of time directly with young children modeling excellent practice so that the children achieve well in all areas of their development including their social, emotional, physical and intellectual well being.

Duties and Responsibilities

1. Evidence of working in partnership with parents and other professionals to support the development and educational achievement of young children.
2. Evidence of participation in and commitment to a team approach.
3. Detailed knowledge of current developments in pedagogy, the curriculum and assessment in the EYFS.
4. An understanding of the issues relating to the continuity of children's learning from the EYFS to Key stage 1.
5. Detailed knowledge and understanding of the significance of learning and teaching through play in the early years.
6. Knowledge and understanding of successful strategies for countering inequality and a commitment to equal opportunities.
7. Practical knowledge and experience of working within legislative frameworks such as SEN Code of Practice.
8. Ability to model effective learning and teaching within the EYFS.
9. To work alongside all partners in the scheme to develop an inclusive and effective, high quality learning and teaching approach, including work with families.
10. To develop a strategy with key partners in the children's centre to ensure a consistent and coherent framework for the early years provision in line with a vision of achieving excellent outcomes for young children and their families.
11. To work for the majority of time directly with young children modeling excellent practice so that the children achieve well in all areas of their development including their social, emotional, physical and intellectual well being.

Person Specification

- Qualified Teacher Status in Early Years
- A high level of understanding of child development, and of children's needs.
- Ability to plan and implement the Early Years Foundation Stage curriculum.
- Ability to work with parents and to encourage their involvement.
- Ability to lead a team of adults.
- Commitment to equal opportunities and understanding of religious and cultural diversity.

- Ability to write clear reports.

To apply, please email twinkletotz@hotmail.co.uk or telephone 0208 917 9312 for further details.

Nursery Nurse

Salary: £11,000 - £13,000 pa depending on experience

40 hours per week Monday to Friday. NVQ 3 essential

Duties and Responsibilities

1. To work as a key worker and as part of the nursery team under the direction of the nursery duty manager to provide safe, high quality education and care for young children.
2. To assist with the planning of the curriculum.
3. To help set up the provision for the daily program and to help tidy away at the end of the session.
4. To act as a key worker to a small group of children, liaising closely with parents/carers and ensuring each child's needs are recognized and met.
5. To advise the duty manager of any concerns e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary.
6. To teach the children, offering an appropriate level of support and stimulation.
7. To attend staff meetings.
8. To attend in-service training courses and meetings as required.
9. To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of the job.
10. To undertake any other reasonable duties as directed by the duty manager, in accordance with the nursery's business plan/objectives.

To apply, please email twinkletotz@hotmail.co.uk or telephone 0208 917 9312.

Coat of Many Colours Nursery

Nursery Nurse

Salary to be discussed at interview

We require a nursery nurse to work Monday to Friday, 40 hours per week. Must be NVQ 3 qualified. First Aid, food hygiene and child protection qualifications are desirable.

Coat of Many Colours is an 80 place day nursery offering a great working environment for staff. We are close to the Uxbridge underground station and bus station. There is also staff parking on site. We offer staff career progression, stakeholder pension and great training opportunities.

To apply, please contact Marcia Martins by e-mail:
admincmcnursery@kingsborough.org.uk or phone: 01895272885

Closing date: 26 February 2010

Rosewood Montessori Day Nursery, Ruislip

Support Assistant

Salary: £7.00/hour

A Support Assistant is required for immediate start, to assist in one to one support for a child with additional needs. Flexibility in working with other children will be incorporated. Current CRB check is essential.

Days: Currently Tuesdays/Wednesdays Time: 12.00pm – 3.00pm.
As from September 2010: 5 mornings a week 9.00am - 12.15pm

Immediate start: Please contact Rosie Roberts as soon as possible. Tel: 020 8866 7653
or email: rosewood@rosieroberts.demon.co.uk

4 Street & Northwood Day Nursery

Nursery Officer

Salary: £13,416 – £17, 576 per annum depending on qualification/experience

We are looking for a hardworking, enthusiastic, qualified member of staff to join our friendly team. We pride ourselves on our dedicated, conscientious team of staff who offer excellent standards of childcare for children aged 3 months - 8 years. Our staff benefit from a good home/work life balance, competitive rates of pay, excellent staff facilities, flexible working arrangements, excellent training opportunities and discounted childcare for their own child(ren).

The successful applicant would be required to work 40 hours per week on a shift rota (Monday to Friday).

Qualifications required: Level 2 or above is essential.
Desirable: First Aid, Food hygiene

To apply or further details please contact 01923 843928.

Closing date: 1 March 2010

Willowtree Marina Day Nursery

Nursery Nurses / Bank Staff

Salary to be discussed at interview

We require nursery nurses / bank staff to work Monday to Friday, 40 hours per week. Must be NVQ level 2 or 3 qualified. First Aid, food hygiene and child protection qualifications are desirable.

Willowtree Marina Day Nursery is a purpose built, 64-place day care nursery offering a great working environment for staff. Your responsibility will be the children and their development. We employ cleaners on site. Our food is currently sourced from outside caterers but will soon be moving to internal catering. Willowtree Marina Day Nursery is located close to the Tesco in Yeading and has staff parking on site. We offer staff career progression and great training opportunities.

To apply, please contact Meenu Bargota by e-mail: Jevansathiuk@yahoo.co.uk or phone: 07908252764 / 0208 841 6555. Please also see our website for a virtual tour of the nursery at www.willowtreemarinadaynursery.co.uk.

Nursery Cook

Salary to be discussed at interview

Willowtree Marina Day Nursery requires a cook to work 20 hours per week, Monday to Friday. The successful applicant must have previous experience in cooking, together with a food hygiene certificate. First Aid and child protection qualifications are also desirable.

To apply, please contact Meenu Bargota by e-mail: Jevansathiuk@yahoo.co.uk or phone: 07908252764 / 0208 841 6555.

Pre School Playhouse, Ruislip Gardens

Nursery Practitioner – Over 3s Room

Starting salary: to be discussed at interview

37.5 hours per week. Monday to Friday

Pre School Playhouse require a nursery practitioner to work in their over 3s room. Applicants should have NVQ level 3 and a good working knowledge of the EYFS. Previous experience of working with over 3s is desirable.

Please contact Hayley (manager) or Candace (deputy) on 01895 624454.
Email CV to: Hayleykitto@gmail.com

Closing date: 26 February 2010

Chickywicks Day Nursery, Northwood

Nursery Nurse

Salary to be discussed at interview

Monday – Friday 40 hours per week.

Chickywicks Day Nursery is a new nursery with a dedicated, conscientious team and we offer an excellent standard of childcare.

Due to expansion we are looking for an additional friendly, hardworking and enthusiastic member of staff to work on a full-time basis.

The successful candidate must have a minimum of NVQ 3 qualification and preferably food hygiene, first aid, child protection and experience of planning and EYFS.

The candidate must have experience of working with under threes, particularly the toddler age group. The individual would be responsible for overseeing the running of the toddler room and implementing the planning.

Essential Qualifications: CRB check, Minimum qualification NVQ Level 3

Desirable: Food Hygiene, Child Protection, First Aid. NNEB, BTEC, DNN or NVQ Level 3

Please contact Karen or Bernie on 01923 215257 or email your CV to enquiries@chickywicks.co.uk

Closing date: 26 February 2010

Sallywags Nursery

Nursery Nurse

Salary to be discussed at interview

Part-time level 2 or 3 mature and experienced person required for Sallywags Nursery (Hillingdon) Ltd. Knowledge of EYFS is essential. First Aid & food hygiene would be desirable although training is available.

Hours of work and salary to be discussed at interview but it is anticipated 4 or 5 afternoons per week.

In the first instance please telephone Susan on 01895 232450 or email your details to scallywagsnursery@msn.com.

Bizzy Kids Day Nursery

Manager

Salary negotiable

We require a manager to run Bizzy Kids day nursery. A level 4 in Childcare and Education (or equivalent) is essential and a Foundation Degree in Early Years is desirable. You would be required to work 40 hours a week Monday – Friday and some evening and weekend work may be involved.

For more information, call to speak with Funmi on 07548 956 554

Closing date: 26 February 2010

Deputy Manager

Salary negotiable

We are looking for a deputy manager for our day nursery. The successful applicant will have a level 3 in Childcare and Education and previous experience working in a daycare setting would be a distinct advantage.

40 hours a week Monday – Friday. May also involve some evening and weekend work.

For more details contact Funmi on 07548 956 554

Closing date 26 February 2010

Nursery Assistant

Salary negotiable

We require a nursery assistant to work in our daycare setting. You must have an NVQ Level 2 in Childcare and Education or equivalent. Experience of working in a daycare setting would be an added advantage. You will be required to work 40 hours a week Monday to Friday. This job may involve evening and weekend work.

For more details contact Funmi on 07548 956 554

Nursery Nurse

Salary negotiable

We are looking for a nursery nurse with an NVQ Level 3 in Childcare and Education to work in our day nursery. Previous experience of working in a daycare setting would be an added advantage.

40 hours a week Monday – Friday. May also involve some evening and weekend work.

For more details contact Funmi on 07548 956 554

Closing date: 26 February 2010.

Ickenham Day Nursery

Deputy Manager

Salary: To be discussed at interview

Ickenham Day Nursery is a new, 18-place, full-time nursery offering high-quality home-from-home care to children aged 3 months to 5 years.

The nursery is located in a bright and spacious detached house with lots of outdoor space. Our aim is to link fun with discovery and learning in a stimulating, comfortable, clean and safe and environment. We offer staff career progression and great training opportunities.

We are looking for a deputy manager to work 40 hours a week Monday to Friday.

Essential requirements:

- Minimum NVQ level 3 qualified
- At least 5 years experience in childcare
- Ability to lead and manage teams
- A solid working knowledge of the EYFS and planning
- Good working knowledge of Ofsted policies and procedures
- Good communication skills

Desirable requirements:

- Working towards NVQ level 4 qualification
- Over 5 years experience in childcare
- Appropriate and up-to-date Child Protection, First Aid and Food Hygiene qualifications

For further details please call Negin Nassabeh on 07956 692 748 or email ickenhamdaynursery@yahoo.com

Nursery Nurse

Salary: To be discussed at interview

Ickenham Day Nursery requires a nursery nurse to work in their new full-time setting, 40 hours per week, Monday to Friday.

Essential requirements:

- Minimum NVQ level 3 qualified
- At least 2 years experience in childcare
- A good working knowledge of the EYFS
- Good communication skills

Desirable requirements:

- Appropriate and up-to-date Child Protection, First Aid and Food Hygiene qualifications
- Over 2 years experience in childcare

For further details please call Negin Nassabeh on 07956 692 748 or email ickenhamdaynursery@yahoo.com

Special Treasures Childcare Limited

P/T Out Of School Deputy Area Manager

Salary: Negotiable

Special Treasures Childcare Ltd requires an Area Manager to oversee several after school clubs within Hillingdon and Ealing Borough. 25 hours per week, Monday – Friday.

Purpose

- To support the staff in the clubs and enabling them to provide a safe and caring play environment incorporating an individual educational program and the EYFS.
- To be responsible for the development, supervision and daily management and operation of the Clubs.
- To support, direct and line manage a team of play work leaders.
- Contribute to the development of the Clubs to ensure its long-term sustainability.
- To develop, implement and review the policies, procedures and practices within the clubs in agreement with the Operations Director.
- To ensure childcare staff attend relevant training to put into practice and maintain EYFS framework to support children in their earliest years.
- To work within Special Treasures Christian Ethos ensuring that all staff employed comply with the club's principles and policies.
- Ensure compliance with appropriate legislation, Special Treasures' policies, standing orders, Financial Regulations, and other requirements of the establishment.

Essential qualifications: Applicants should have NVQ level 3 or above and a good working knowledge of the EYFS.

Desirable: Own transportation.

Please contact: Annette (director) or Dominique (administrator) on 0208 841 9343

Emails CV to: special treasures @btinternet.com

Breakfast & After School Club Leader – Perivale

Salary – Negotiable depending on qualifications and experience

Hours: 15- 20 a week

As breakfast and after school club leader you will be required to work with management to implement the daily running and administration of the club, adhering to the Policies & Procedures of Special Treasures and compliance with the Children Act, Health and Safety legislation and within the guidelines of Ofsted and the EYFS.

The club leader will be required to work within Special Treasures Christian Ethos caring for children age 3-11 years of age.

The successful applicant will have Montessori, NVQ 3 or 4, PPA or NNEB or a similar recognised child-care qualification and have a minimum of 2 years experience in a similar role within a childcare setting.

For further information please contact Annette Griffith or Dominique on 0208 841 9343 or email: Specialtreasures@btinternet.com

The Hall School & Nursery, Northwood

EYFS Manager

Salary: £9,500 minimum

35 hours per week, Monday – Friday

The successful applicant must have good EYFS knowledge, be able to manage a team and have experience of child assessment in EYFS.

Qualifications required:

Essential: Level 3 NVQ with management training and experience.

Desirable: Level 4 NVQ and EYFS management experience.

To apply, please send your CV to info@thehallschool.com or call Laura on 07801 868123 for more information.

Nursery Assistant x 2

Salary: £7.00+ per hour

Monday – Friday 8.00am – 1.00pm / 8.00am – 4.00pm. Term time only.

Successful applicant must have NVQ Level 3 or equivalent. Management experience in EYFS is desirable. Immediate start available if desired.

Please send CV to info@thehallschool.com. For further information please call Laura Freeman or Suzanne Goodwin on 01923 822807.

Closing date: 1 April 2010

Rascals Playgroup

Playgroup Assistant

Salary: £7.00 per hour

Rascals Playgroup requires a playgroup assistant to work with children from 2 to 4 years of age. Applicants must have a relevant level 3 qualification.

Hours are 8.30am – 11.30am Monday to Friday, term time only.
Wages are paid monthly.

For more information please phone Chris on 01895 445 603 between 8 – 11.30am

Kingfisher Kids Club - Pinner

After School Club Playworker

Salary: £6.25 - £6.90 per hour

We are looking for enthusiastic individuals who are passionate about playwork and children to start September 2009. This is a fantastic opportunity to join in a small, but exciting organization.

Each day you will be assisting the Onsite Manager in providing stimulating, creative and inclusive play opportunities for the children that attend each of our Clubs. Working within the existing team you will be supporting with the delivery of a fun, stimulating environment that promotes learning through play, working closely with parents and providing a high standard of service.

This is a great opportunity to work in an environment where team work is valued and you have the opportunity to impact the children daily but also use and be rewarded for your expertise.

You must be reliable and enjoy working with children as part of a team.

Essential:

- Min 9 months experience working in a child orientated service in either paid or voluntary capacity
- Over 18yrs

Skills/Qualification needed:

- Passion for working with children
- An ability to provide high quality activities and childcare
- Good written and verbal skills
- Willingness to take up necessary training

Calling all professionals who are passionate about play and working with children?

Kingfisher Childcare Services & Kids Club is an After School Club provider for children between the 4 – 11 yrs old across North West London.

We offer

- A competitive salary
- Various flexible part time shifts
- Free childcare places
- Extensive training and development opportunities available

For an application form/job description, please contact us on 0845 643 5604 or visit www.kingfisherchildcare.com

We accept CVs all year round.

Temporary Cover Playworkers x 4

Salary: £7.20 - £7.50 per hour

Kingfisher Kids Club is an after school club provider for children between the ages of 4 and 11 in North West London, namely in Greenford, Harrow and Pinner.

We need flexible part-time playworkers to act as temporary cover. You will need to be a flexible playworker and enjoy having a job that works around your schedule. You will be contacted to cover staff on an 'as and when basis' and sometimes on short notice. We are looking for enthusiastic individuals who enjoy working with children.

Essential:

- Passion for working with children
- An ability to provide high quality childcare
- Excellent communication skills
- Ability to communicate and provide exciting activities for the children

Desirable:

- Willingness to take up necessary training
- Experience working with children in playgrounds, junior playrooms, play centre or other equivalent play setting.

We offer:

- A competitive salary
- Various flexible part time shifts
- Advantage of having a job that works around your schedule
- Free childcare for staff with children
- Training available if requested

For an application form/job description, please contact us on 0845 643 5604 or visit www.kingfisherchildcare.com

This childcare recruitment jobsheet was issued on 5 February 2010. It is valid at the time of print. Contact Hillingdon FIS on **0800 0734 800** for up-to-date information.