

Job Vacancies in Early Years and Childcare

Produced by
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FAMILY INFORMATION SERVICE

Important Information

- The London Borough of Richmond upon Thames Family Information Service has produced this information.
- To the best of our knowledge, all details of listed vacancies are correct at the time of going to print.
- Please contact the setting, advising them of the fact that you saw the vacancy in this bulletin, and ask for an application form or send a CV if they prefer.
- 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.
- Please inform the FIS if you have found a job from this listing that has been filled already.

Please contact us if you need this leaflet in Braille, large print, on audiotape or in another language.

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Vacancies Included in this bulletin

- Vacancies within Nursery and Pre-school settings, including Nursery Nurses, Nursery Assistants and Playworkers

What is a nursery?

Full daycare nurseries provide care and education for children. The age range of full daycare nurseries is from six weeks to five years. It is important to note that this age range may differ depending on the policy of the nursery.

What is a pre-school?

The age range of a pre-school is from two years to five years, although some nurseries only take children that are three years of age and above.

Pre-schools operate for periods of less than four hours at a time and usually follow term times. Most pre-schools are open in the morning for a minimum of two and a half hours, but some also run sessions in the afternoon.

- Out of school positions

What is an out of school club?

Out of school clubs run throughout the year depending on the type of out of school service offered.

Before and After school clubs generally run during term-time only, while holiday play schemes are run during half-term and school holidays throughout the year.

A main purpose of the provision is to look after children in the absence of their parents. This form of care can include children from three years old and children over eight may use it too.

- Managerial and supervisory positions

- Other vacancies including Montessori teachers, administrative clerks and nursery cooks

Vacancies within Nursery and Pre-school settings

Job vacancy title	Maternity Cover Nursery Nurse
Provider name and address	Grassroots Day Nursery 24 Ashley Road Hampton Middx TW12 2JA
Contact name	Sally Berry
Telephone number	0208 7831190
E-mail	sallyberry@btconnect.com
Job description	To work well and be a reliable member of a team To provide good quality childcare Be flexible Be responsible for observing and planning for key children
Days and hours of work	Monday to Friday 8:00 – 6:00
Salary	£16,800 pro rata
Qualifications	NVQ 3 or equivalent
Experience and skills	Good communication skills
Position start date	Beginning May 2010
Closing date for applicants	
Reason for Vacancy	Maternity leave

Job vacancy title	Baby Room Nursery Nurse
Provider name and address	Whitton Day Nursery Willowdene Close Whitton Twickenham TW2 7BD
Contact name	Mrs Margaret Baran
Telephone number	020 8893 3073
E-mail	whittondaynursery@btconnect.com
Job description	We are looking for a 'quality' staff member to work with children aged 6 months – 2 years in our popular and fully-booked Baby Room who should: <ul style="list-style-type: none"> • Have a gentle nature and a caring disposition towards very young children • Have a sound knowledge of the EYFS, or be willing to learn • Be capable of assisting the staff teams in monitoring and planning for children's progress and development in accordance with the EYFS • Have the ability to communicate well, and accurately, with

	<p>parents/carers</p> <ul style="list-style-type: none"> • Be flexible and willing to work at times with our older groups • Be willing to give up some of their leisure time to attend ongoing training, staff meetings, parent evenings etc • Be a good 'team-player' who is prepared to work hard for the benefit of our families, the Nursery and their own career <p>In return we offer a fun and friendly working atmosphere and excellent opportunities for career development</p>
Days and hours of work	37.75 hours per week
Salary	According to age, experience and qualifications
Qualifications	<p>NVQ Level 2 or 3 (can be newly qualified / about to qualify if the candidate has the right qualities)</p> <p>We offer further training for Level 2 candidates and, as available, for those wishing to take the Early Years Foundation Degree</p>
Experience and skills	<p>Our highly qualified and experienced Nursery Teams offer excellent standards in Childcare, relationships with parents/carers and other staff, and in maintenance and care for the Nursery Environment. Candidates must be prepared to work to these high standards at all times.</p>
Other information	<ul style="list-style-type: none"> • A minimum of 3 good references and a successful CRB check will be required • Company pension scheme available after 12 months employment
Position start date	March / April 2010
Reason for Vacancy	Team member replacement

Job vacancy title	Maternity Cover – Full/Part time/Job Share for approx 12 months (could lead to a permanent position)
Provider name and address	Whitton Day Nursery Willowdene Close Twickenham TW2 &BD
Contact name	Mrs Margaret Baran
Telephone number	020 8893 3073
E-mail	<u>whittondaynursery@btconnect.com</u>
Job description	<p>We are looking for a 'quality' staff member to work with children aged 2 – 5 years in our popular and fully-booked Nursery who should:</p> <ul style="list-style-type: none"> • Have a gentle nature and a caring disposition towards very young children • Have a sound knowledge of the EYFS, or be willing to learn • Be capable of assisting the staff teams in monitoring and planning for children's progress and development in accordance with the EYFS • Have the ability to communicate well, and accurately, with parents/carers • Be flexible and willing to work at times with our older groups • Be willing to give up some of their leisure time to attend ongoing training, staff meetings, parent evenings etc • Be a good 'team-player' who is prepared to work hard for the benefit of our families, the Nursery and their own career <p>In return we offer a fun and friendly working atmosphere and excellent opportunities for career development</p>
Days and hours of work	Full Time (37.75 hours pw) or Part Time / Job Share (min 25 hrs pw)
Salary	A.A.E. and Qualifications
Qualifications	NVQ 2 / 3 or studying for a qualification (Teacher Training students welcome to apply)
Experience and skills	Our highly qualified and experienced Nursery Teams offer excellent standards in Childcare, relationships with parents/carers and other staff, and in maintenance and care for the Nursery Environment. Candidates must be prepared to work to these high standards at all times.
Other information	Subject to successful references and CRB check
Position start date	March / April
Closing date for applicants	
Reason for Vacancy	Staff member taking Maternity Leave

Job vacancy title	Nursery Officer – term time only
Provider name and address	Squirrels Day Nursery Nelson School Nelson Road Whitton Twickenham TW2 7BU
Contact name	Carol Tyler
Telephone number	020 8893 3645
E-mail	squirrelsdaynursery@btinternet.com
Job description	We need a key worker to join our small team caring for 20 children aged 2 – 5 and help continue the high standard of care and education we provide. Reliability, flexibility and good communication skills, both verbally and written are essential assets
Days and hours of work	Term time only (40 weeks per year) 38 hours per week shifts covering 8am – 6pm
Salary	Scale 3 scp 14 -17 £16,440 – 17,475 pro rata
Qualifications	Level 3 qualification in childcare and education Eg NNEB, DNN, NVQ
Experience and skills	Post qualifying experience of work using the foundation stage and birth to three essential
Other information	Pension scheme available with employer contribution Regular attendance on training courses
Position start date	April 2010
Closing date for applicants	Wednesday 10th March

Job vacancy title	Pre-school Assistant
Provider name and address	Chestnuts Pre-school May Road Twickenham TW1 6QP
Contact name	Alison Archibald or Karen Williams
Telephone number	020 8943 9124 evenings, 020 8898 1301
E-mail	Chestnutstw2@aol.com
Job description	<ul style="list-style-type: none"> ▪ To assist in the preschool with children aged 2 – 5
Days and hours of work	Tuesday to Friday from 8.30 – 1.00 Increasing to 5 sessions from Easter
Salary	To be negotiated
Qualifications	<ul style="list-style-type: none"> ▪ Early Years Level 2 or equivalent
Experience and skills	Experience of working in an early years setting required
Position start date	as soon as possible

Job vacancy title	Nursery Nurse
Provider name and address	Kids Inc Nursery 459 Upper Richmond Road West East Sheen SW14 7PR
Contact name	Christie Brown/Carolyn Moncrieffe
Telephone number	020 88768144
E-mail	christie@kidsincnurseries.co.uk
Job description	NVQ level 2 or 3 in Care or equivalent is essential. Previous experience is also preferred. Duties include all aspects of nursery nurse work and ensuring a high quality of day-to-day care is maintained at all times. Includes assisting with daily activities for children and helping at meal times. The wage depends on qualifications and experience.
Days and hours of work	40 hours per week
Salary	£12k to £16k subject to experience and qualification
Qualifications	<ul style="list-style-type: none"> ▪ NVQ level 2 & 3 or equivalent
Experience and skills	<ul style="list-style-type: none"> ▪ Experience of working with children from 12 months to five years ▪ Good communication skills both verbal and written ▪ Good team player ▪ Knowledge of planning and delivering EYFS
Other information	Successful applicants are required to provide a enhanced disclosure. Disclosure expense will be met by employer.
Position start date	As soon as possible
Closing date for applicants	ongoing
Reason for Vacancy	Team member replacement

Job vacancy title	Nursery school assistant vacancy
Provider name and address	The New Spring Nursery School All Saints Church Hall Park Avenue East Sheen Sw14 8au
Contact name	Julie maskell
Telephone number	07944-040-894
E-mail	E-mail newspring@aol.com
Job description	<ul style="list-style-type: none"> ▪ Please Contact By Email Only Send Cv To Email Address
Days and hours of work	Monday-Friday 8.30-1.30 Possible Tuesday & Thursday Until 4.00pm
Salary	Depending on qualifications & experience from £6.00-£7.50 per hour
Qualifications	Nvq 2 Minimum.
Experience and skills	Must Have Experience Of Working In A Nursery School Environment Or Working With Young Children. Computer Literate, Good Written English, Able To Work As A Team And On Own Initiative. Must Live Fairly Locally, Be Healthy & Strong For Carrying Equipment On A Daily Basis, Minimum Age 25.
Other information	The Contract Is Term Time Only. Part Of The Job Requirement Is That All Of The Written Work For The Children Is Completed Out Of Work Hours We Are A Community Nursery That Has Been Running For Over 40 Years , Very Hard Working, Friendly, Fun And Keen For A New Member Of Staff To Join Us.
Position start date	As soon as possible
Closing date for applicants	Open
Reason for Vacancy	Long standing member of staff no longer able to work due to recurring injury.

Job vacancy title	Nursery Assistant
Provider name and address	Bright Beginnings Day Nurseries Grosvenor House Grosvenor Road Twickenham Middlesex TW1 4AA
Contact name	Lucy-ann Thompson
Telephone number	0208 538 9999
E-mail	lucy@brightbeginningsdaynurseries.com
Job description	<ul style="list-style-type: none"> ▪ To contribute to a programme of activities suitable to the age range of children in your area in conjunction with other staff ▪ To keep proper record of achievement file on your key-person children, for parents/carers ▪ Work alongside parents/carers of special needs children to provide full integration in the setting ▪ Support all staff and engage in a good staff team ▪ Liaise with and support parents/carers and other family members ▪ To attend ALL out of working hours activities, e.g. training, monthly staff meetings, parents/carers evenings, summer fayre, Christmas party, etc ▪ To be flexible within working practices of setting. Be prepared to help where needed, including to undertake certain domestic jobs within the setting, e.g. preparation of snack meals, cleansing of equipment etc
Days and hours of work	Monday to Friday full and part time positions available
Salary	Negotiable
Qualifications	<ul style="list-style-type: none"> ▪ A positive approach to completing relevant short courses and qualifications ▪ Some understanding of the importance Health and Safety and Food Hygiene in the workplace
Experience and skills	<ul style="list-style-type: none"> ▪ Enthusiasm for working with young children ▪ An interest in the care, learning and development of young children ▪ A commitment to the provision of high quality care ▪ A positive approach to learning and gaining new skills through teamwork and training opportunities
Other information	<p>Personal Qualities</p> <ul style="list-style-type: none"> ▪ Good organisational, record keeping and planning skills ▪ Punctuality ▪ Excellent communication skills, with children, colleagues, advisors and parent/carers ▪ Patience ▪ Reliability and trustworthiness ▪ A positive approach to inclusive practice, with children and colleagues <p>This post requires a CRB check as there maybe periods of unsupervised access to children. An enhanced CRB and satisfactory references would be obtained prior to commencement of employment</p>
Position start date	January 2010

Job vacancy title	Trainee/Modern Apprentice
Provider name and address	Bright Beginnings Day Nurseries Grosvenor House Grosvenor Road Twickenham TW1 4AA
Contact name	Lucy-ann Thompson
Telephone number	0208 538 9999
E-mail	lucy@brightbeginningsdaynurseries.com
Job description	<ul style="list-style-type: none"> ▪ Undertaking training to obtain recognised qualifications, including completing assignments on time, and attending college sessions/tutorials (if appropriate) ▪ To attend team meetings and contribute relevant ideas ▪ Under supervision to provide all aspects of care for children including washing, changing and feeding ▪ To assist with meeting the personal and emotional needs of children ▪ To provide adult interaction with children in the setting ▪ To be aware of the settings confidentiality policy
Days and hours of work	<ul style="list-style-type: none"> ▪ Monday to Friday (full time)
Salary	Modern Apprenticeship wage plus discretionary bonus
Qualifications	<ul style="list-style-type: none"> ▪ A positive approach to completing relevant short courses and qualifications ▪ Some understanding of the importance of Health and Safety and Food Hygiene in the workplace ▪
Experience and skills	<ul style="list-style-type: none"> ▪ Enthusiasm for working with children ▪ An interest in the care, learning and development of young children ▪ A positive approach to learning and gaining new skills through teamwork and training opportunities
Other information	<p>Personal qualities</p> <ul style="list-style-type: none"> ▪ Good organisational and planning skills ▪ Punctuality ▪ Patience ▪ Reliability ▪ Trustworthiness ▪ Able to work in small teams <p>This post requires a CRB check as there maybe periods of unsupervised access to children. An enhanced CRB and satisfactory references would be obtained prior to commencement of employment</p>
Closing date	Ongoing
Reason for Vacancy	New setting

Job vacancy title	Nursery Nurse
Provider name and address	Bright Beginnings Day Nurseries Grosvenor House Grosvenor Road Twickenham Middlesex TW1 4AA
Contact name	Lucy-ann Thompson
Telephone number	0208 538 9999
E-mail	lucy@brightbeginningsdaynurseries.com
Job description	<ul style="list-style-type: none"> ▪ Operate a programme of activities suitable to the age range of children in your area in conjunction with other staff ▪ To keep a proper record of achievement file on your key children, for parents/carers ▪ Work with parents/carers of special needs children to give full integration in the setting ▪ Support all staff and engage in a good staff team ▪ Liaise with and support parent/carers and other family members ▪ To be involved in out of work hours activities, e.g. training, monthly meetings, fundraising events
Days and hours of work	Monday to Friday Full/Part time positions available
Salary	Negotiable
Qualifications	<ul style="list-style-type: none"> ▪ Completion of a recognised Level 2 Childcare qualification, e.g. NVQ 2 in Children's Care, Learning and development – or be working towards completion ▪ A positive approach to gaining further qualifications ▪ Some understanding of the importance of Health and Safety and Food Hygiene in the workplace <p>This post requires a CRB check as there may be periods of unsupervised access to children. An Enhanced CRB and satisfactory references would be obtained prior to commencement of employment</p>
Experience and skills	<ul style="list-style-type: none"> ▪ Previous experience of caring for, or working with children aged 0-5 in a voluntary or paid capacity ▪ An understanding of the Early Years Foundation Stage ▪ A commitment to the provision of high quality childcare ▪ A positive approach to learning and gaining new skills through teamwork and training opportunities
Other information	<p>Personal Qualities</p> <ul style="list-style-type: none"> ▪ Good organisational skills, record keeping and planning skills ▪ Punctuality ▪ Excellent communication skills, with children, colleagues, advisors and parent/carers ▪ Reliability and trustworthiness ▪ A positive approach to inclusive practise, with children and colleagues ▪ Enthusiasm for working with young children <p>This post requires a CRB check as there maybe periods of unsupervised access to children. An enhanced CRB and satisfactory references would be obtained prior to commencement of employment</p>
Reason for Vacancy	New setting

Job vacancy title	Nursery Practitioner
Provider name and address	Working Mums Daycare & Preschool 69 Lower Richmond Road Mortlake SW14 7HJ
Contact name	Su Costa
Telephone number	07786 330 382
E-mail	Scosta@daycare.co.uk
Job description	We require a new friend and colleague to join our team of nursery practitioners. Qualities desired include: A genuine desire to work with and develop a career in working with children. Commitment. Energy. Responsive to children and team members. The enthusiasm to work with others to make our nursery sing!
Days and hours of work	This is a full time position for a four or five day working week between nine and eight hours worked per day, Monday to Friday.
Salary	Based on experience and qualifications
Qualifications	Minimum NVQ2 or above. A suitable candidate due to complete their qualification within three months will be considered. Unqualified applicants are welcomed.
Experience and skills	Experience in working with young children is required.
Other information	We have one position in each of our nurseries in East Sheen and Mortlake.
Reason for Vacancy	Team member replacement

Job vacancy title	Nursery Nurse
Provider name and address	Montys Nursery 32 Thompson Avenue Kew Richmond TW9 4JW
Contact name	Celia or Naomi
Telephone number	0208 392 2336
E-mail	montysnursery@aol.com
Job description	<ul style="list-style-type: none"> ▪ To work with head of room caring for 6 babies between 3 months to 1 year old (approx) ▪ Good understanding of EYFS ▪ Ability to carry out observations and act as a key worker to a small group of children ▪ Working closely with parents enabling them to be active participants in their child's learning journey ▪ Shift work as and when required ▪ Monthly staff meeting attendance expected
Days and hours of work	5 days per week/40 hrs
Salary	Depending on age, experience and qualifications
Qualifications	<ul style="list-style-type: none"> ▪ NVQ 3 Preferred or equivalent ▪ OR NVQ 2 willing to work towards NVQ3
Experience and skills	<ul style="list-style-type: none"> ▪ Experience with babies essential ▪ Flexible, team player with good communication skills ▪ 2 years minimum post qualification preferred ▪ First Aid/Food Hygiene/Safeguarding Children training an advantage
Other information	Small homely nursery looking for a happy, enthusiastic and committed person to join our friendly team.
Position start date	Immediately
Reason for Vacancy	Staff member leaving to start family business with husband

Job vacancy title	Nursery Nurse
Provider name and address	The Kings Road Nursery Kings Road Richmond TW10 6EE
Contact name	Anna Brecht and Tracy Mabbs
Telephone number	020 8948 8853
E-mail	kingsroadnursery@btconnect.com
Job description	<ul style="list-style-type: none"> ▪ Opportunity for someone to join their team and develop their career ▪ Looking after children from 3 months to 5 years ▪ Provide quality childcare working in a team, showing initiative and creativity and take a key group of children
Days and hours of work	Monday to Friday, 40 hours
Salary	Excellent
Qualifications	<ul style="list-style-type: none"> ▪ Level 2 NVQ or above or equivalent
Experience and skills	As per job description
Other Information	Pension Scheme available Regular training on offer
Position start date	ASAP

Job vacancy title	NVQ Level 3 or Equivalent (with a view to promote to room leader position)
Provider name and address	Tic Toc Nursery School 298 – 300 Staines Road Twickenham Middlesex TW2 5AS
Contact name	Ashley Cornwell
Telephone number	07956 436515 or 020 8898 4079
E-mail	tictoctwickenham1@yahoo.co.uk
Job description	<ul style="list-style-type: none"> ▪ Working in partnership with children, parents, staff & Management ▪ To ensure the smooth operation of Tic Toc Nursery Schools Policies and procedures. ▪ To continuously monitor and improve quality in all working areas. ▪ To participate in regular staff meetings, classroom observations ▪ To participate in training courses as appropriate ▪ To be responsible for the daily running of the classrooms
Days and hours of work	The nursery is open between 8am – 6.15pm Mon to Fri. Employees will need to work in accordance of the needs of the nursery.
Salary	Negotiable
Qualifications	<ul style="list-style-type: none"> ▪ NVQ 3 or Equivalent ▪ At least 2 years experience preferred ▪ Ofsted inspection experience preferred
Experience and skills	<ul style="list-style-type: none"> ▪ Effective communication Skills ▪ Good Team Spirit ▪ Experience in planning and observations
Other information	<p>Tic Toc Nursery School has been established since 1989.</p> <p>Great Team awaits new practitioners to be motivated, dynamic, positive and committed.</p> <p>Tic Toc Nursery School has a GOOD outcome from its last Ofsted report</p> <p>Director, Ashley Cornwell and the Tic Toc Team are striving for Outstanding</p>
Position start date	ASAP
Reason for Vacancy	Increase in children / Promotion of Room leader

Job vacancy title	Qualified and Unqualified Nursery Practitioners
Provider name and address	Monkey Puzzle Day Nurseries All Saints Church Hall Campbell Road Twickenham TW2 5BY
Contact name	Vicky or Kiran
Telephone number	020 8538 3999
E-mail	vicky@monkeypuzzledaynurseries.com
Job description	<ul style="list-style-type: none"> ▪ Experience or knowledge of Birth to three framework and The Foundation Stage ▪ To work as part of team with children aged between 3 months to 5 years. ▪ Enthusiastic with good communication skills.
Days and hours of work	40 Hours a week
Salary	Dependant upon qualifications and experience
Qualifications	<ul style="list-style-type: none"> ▪ NVQ Level 2 ▪ NVQ Level 3
Experience and skills	<ul style="list-style-type: none"> ▪ Experience working with children 3 months to 5 years is essential.
Position start date	As soon as possible
Closing date for applicants	On going positions available

Job vacancy title	Nursery Nurse
Provider name and address	Aston Pierpoint Nursery 34 Priory Road Hampton Middlesex TW12 2PD
Contact name	Fiona Williams
Telephone number	0870 046 3301
E-mail	astonpierpoint@aol.com
Job description	<ul style="list-style-type: none"> ▪ To provide good quality child care ▪ To work as a reliable member of a team ▪ To be responsible for observing and planning for key children ▪ To be an effective communicator and form good relationships with the children and parents ▪ To work according to current legislation and be up to date on pending changes ▪ To be committed to own professional development and attend courses as required.
Days and hours of work	Monday to Friday 8 am to 6 pm
Salary	To be confirmed at interview, dependent on experience
Qualifications	<ul style="list-style-type: none"> ▪ NVQ II / NVQ III ▪ DCE / CCE / NNEB or equivalent
Experience and skills	<ul style="list-style-type: none"> ▪ College leavers invited to apply or experiences practitioners
Other information	Aston Pierpoint is a fun dynamic independent nursery. Viewings are recommended to see us in action!
Position start date	ASAP
Closing date for applicants	No closing date. Please contact the nursery for more info

Managerial and Supervision Vacancies

Job vacancy title	Manager of After School Club
Provider name and address	Chestnuts After School Club May Road Twickenham TW1 6QP
Contact name	Alison Archibald or Karen Williams
Telephone number	020 8943 9124 evenings, 020 8898 1301
E-mail	Chestnutstw2@aol.com
Job description	<ul style="list-style-type: none"> ▪ To manage the after school provision in line with Playwork principles and procedures ▪ To manage staff team of assistant playworkers
Days and hours of work	Tuesday to Friday from 3 to 6.30. Increasing to 5 sessions from Easter
Salary	To be negotiated
Qualifications	<ul style="list-style-type: none"> ▪ Playwork Level 3 essential ▪ £10 an hour ▪
Experience and skills	<ul style="list-style-type: none"> ▪ Experience of leadership in an after school setting essential
Position start date	as soon as possible

Job vacancy title	Senior Nursery Nurse/Team Leader
Provider name and address	Bright Beginnings Day Nurseries Grosvenor House Grosvenor Road Twickenham TW1 4AA
Contact name	Lucy-ann Thompson
Telephone number	0208 538 9999
E-mail	lucy@brightbeginningsdaynurseries.com
Job description	<ul style="list-style-type: none"> ▪ Formulate and operate a programme of activities suitable to the age range of children in your area ▪ Prepare the children's records in your group and institute reviews for parents/carers, in conjunction with the manager ▪ Work with parent/carers of all children to achieve full integration in the setting ▪ Foresee the needs of all children and give physical, emotional, intellectual guidance as appropriate ▪ Support all staff and engage in a good staff team ▪ Liaise with and support parent/carers and other family members ▪ Liaise with outside agencies and other professionals associated with the setting ▪ Attend monthly staff meetings outside working hours ▪ Undertake certain domestic jobs within the setting, e.g. preparation of snack meals, cleansing of equipment and other such duties and responsibilities of an equivalent nature as determined from time to time by the manager
Days and hours of work	Monday to Friday full and part time positions available
Salary	Negotiable
Qualifications	<ul style="list-style-type: none"> ▪ Completion of a recognised Level 3 Childcare qualification e.g. NVQ 3 in Children's Care, Learning and Development – or be working towards completion ▪ A positive approach to gaining further qualifications ▪ Some understanding of the importance of Health and safety and Food Hygiene in the workplace
Experience and skills	<ul style="list-style-type: none"> ▪ Previous experience of caring for, or working with children aged 0-5 in a voluntary or paid capacity ▪ An understanding of the Early Learning Goals ▪ Knowledge of the Welfare Requirements for the regulation of childcare provision ▪ A commitment to the provision of high quality childcare ▪ A positive approach to learning and gaining new skills through teamwork and training opportunities ▪ Good written and verbal skills for report writing, maintaining child records and providing feedback to parent/carers and colleagues
Other information	<p>Personal Qualities</p> <ul style="list-style-type: none"> ▪ Good organisational skills, record keeping and planning skills ▪ Punctuality ▪ Excellent communication skills, with children, colleagues, advisors and parent/carers ▪ Patience ▪ Reliability and trustworthiness ▪ A positive approach to inclusive practice, with children and colleagues ▪ Enthusiasm for working with young children <p>This post requires a CRB check as there maybe periods of unsupervised access to children. An enhanced CRB and satisfactory references would be obtained prior to commencement of employment</p>
Position start date	January 2010
Reason for Vacancy	New setting

Job vacancy title	Deputy Manager
Provider name and address	Buttons Day Nursery School 51 High Street Hampton TW12 2SX
Contact name	Julie Parhar
Telephone number	020 8840 3355 / 07764 801653
E-mail	info@buttonsdnursery.co.uk
Job description	<ul style="list-style-type: none"> ▪ Support the manager in all aspects of running the nursery and deputising as and when required ▪ To assist the manager in ensuring high quality and effective delivery of childcare and the EYFS curriculum ▪ To assist the manager in leading, supporting and developing the staff team and ensuring best practice at all times ▪ Need to be an excellent and effective communicator, written and verbal, as the role involves liaising with the manager, staff team, nursery parents and third parties ▪ To assist with the planning and organisation of staffing schedules including holidays ▪ The nursery is recognised as an 'Investor in People' which means that it has effective processes in place for the staff team's personal and professional development. Applicant must be committed to ensuring these are maintained and improved upon as necessary. ▪ Must be committed to own self development
Days and hours of wo	Monday to Friday 8am to 6pm
Salary	Negotiable
Qualifications	<ul style="list-style-type: none"> ▪ NVQ 3 in Childcare & Development or equivalent
Experience and skills	<ul style="list-style-type: none"> ▪ At least 3 years experience after qualification ▪ You should currently be a Deputy Manager or Senior Team Leader ▪ Professional, enthusiastic and self motivated ▪ An understanding of staff induction, supervision and appraisal processes ▪ Need to be an excellent and effective communicator, written and verbal, as the role involves liaising with the manager, staff team, nursery parents and third parties ▪ Must be committed to own self development
Other information	<ul style="list-style-type: none"> ▪ Must be reliable and trustworthy ▪ Satisfactory references are required before commencement of employment ▪ The nursery offers extensive staff development opportunities including inset days ▪ The nursery operates a range of staff incentive schemes
Position start date	January or February 2010

Job vacancy title	Deputy Manager
Provider name and address	Bright Beginnings Day Nurseries Grosvenor House Grosvenor Road Twickenham TW1 4AA
Contact name	Lucy-ann Thompson
Telephone number	0208 538 9999
E-mail	lucy@brightbeginningsdaynurseries.com
Job description	<ul style="list-style-type: none"> ▪ To promote the aims and objectives of the setting ▪ To promote the high standards of the setting at all times to parents/carers, staff and visitors ▪ To assist the manager in showing parents/carers around the setting facilities and sending out information ▪ To ensure the setting maintains a high standard of physical and emotional care ▪ To lead a team of professional workers and to ensure good practice at all times ▪ To assist the manager in setting and implementing objectives and policy for the setting ▪ To assist with the planning and organisation of staffing schedules and holiday rotas to ensure adequate staffing levels are maintained in accordance with the Welfare Requirements and settings procedures ▪ To assist with the implementation of administrative procedures involved with:- registration, place allocation, and other related matters ▪ To assist with the development and implementation of systems to monitor and record child development
Days and hours of work	Monday to Friday Full/Part time positions available
Salary	Negotiable
Qualifications	<ul style="list-style-type: none"> ▪ Completion of a recognised Level 3 Childcare qualification, e.g. NVQ 3 in Children's Care, Learning and Development ▪ A positive approach to gaining further qualifications ▪ Some understanding of the importance of Health and Safety and Food Hygiene in the workplace
Experience and skills	<ul style="list-style-type: none"> ▪ Experience in managing staff, motivating teams and recruiting new staff members ▪ An understanding of staff induction, supervision, and appraisal processes ▪ Previous experience of caring for, or working with children aged 0-5 in a voluntary or paid capacity ▪ A commitment to the provision of high quality childcare with an interest in the care, learning and development of young children ▪ Knowledge of the Early Years Foundation Stage
Other information	<p>Personal Qualities</p> <ul style="list-style-type: none"> • Enthusiasm for working with young children • Good organisational, record keeping and planning skills • Excellent written and verbal communication skills, with colleagues, parents, carers and children • A positive approach to inclusive practice, with children, colleagues, parents, carers and children • A positive approach to inclusive practice, with children, colleagues, parents and carers • Punctuality • Patience • Reliability and trustworthiness <p>This post requires a CRB check as there maybe periods of unsupervised access to children. An enhanced CRB and satisfactory references would be obtained prior to commencement of employment.</p>
Reason for Vacancy	New setting

Other Vacancies

Job vacancy title	Senior Playworker
Provider name and address	One O'Clock Club Marble Hill Playcentres Marble Hill Park Richmond Road Twickenham TW1 2NJ
Contact name	Tom Williams
Telephone number	02088915876
E-mail	marble.hill.play@googlemail.com
Job description	<ul style="list-style-type: none"> ▪ To be responsible for all aspects of the day to day management of the OOC ▪ To take the lead in the ongoing development of the One O'Clock Club. ▪ To provide opportunities for the social, emotional, physical, intellectual and creative development of participants through the provision of a wide range of play opportunities. ▪ To support the work of all other staff and volunteers with particular reference to the Playwork Principles and Early Years Foundation Stage. ▪ To take the lead role in ensuring that the One O'Clock Club meets required standards of Health and safety.
Days and hours of work	Monday to Friday from approx 12.30 to approx 5.00 in April/May and 6.00 in June/July Aug. In addition you will be expected to work four hours a day for one week before the start of the season and one week at the end.
Salary	Paid hourly at £11/hr
Qualifications	<ul style="list-style-type: none"> ▪ Early Years qualification at NVQ 3 or equivalent ▪ A First Aid qualification is desirable but not essential
Experience and skills	<ul style="list-style-type: none"> • Experience of a senior role at a drop in centre for under-5s and their carers ▪ Experience of some responsibility for staff ▪ Sound knowledge of the Early Years Foundation Stage and the Every Child Matters Outcomes.
Other information	<p>The One O'Clock Club in Marble Hill Park is a popular drop-in centre for carers and children up to five. It offers indoor and outdoor play on weekday afternoons from April to the end of August.</p> <p>We are going through a period of change and this is an opportunity to stamp your own personality on the Club, building on the successes of previous years. You will be supported by an experienced Play Manager but you will have day to day responsibility for two to three staff. We are recruiting early for this position so that you can be actively involved in the recruitment of your own team.</p>
Position start date	Mid March 2010
Reason for Vacancy	Seasonal position. The contract runs March – September.

Job vacancy title	Music Bugs Class Leaders
Provider name and address	Music Bugs 34 The Grove Teddington TW11 8AT
Contact name	Mandy
Telephone number	0844 578 1013
E-mail	mandy@musicbugs.co.uk
Job description	<p>Music Bugs are looking for a reliable, fun Class Leader to join the team running our friendly and interactive music and singing classes for the under 5's.</p> <p>After an initial period of training and induction, you will be required to run the classes independently although children will be accompanied by their parent/carer at all times.</p>
Days and hours of work	We can offer flexible hours during the school term although additional hours may be available at the weekend and during the school holidays.
Experience and skills	<p>You must be confident and outgoing with a good singing voice and have experience of working with children/spending time with children.</p> <p>You must be a good communicator and able to build up an effective rapport with parents and children and other members of the team. Access to a car and possession of a full driving licence is essential.</p> <p>The position will be offered subject to CRB clearance and satisfactory references.</p> <p>Please note that this is a physically demanding job, therefore applicants must have the ability to do a small amount of lifting and be able to dance and move around freely throughout the session</p>
Other information	<p>For an initial informal chat, please contact Mandy on Tel 0844 578 1013 or via email mandy@musicbugs.co.uk.</p> <p>All applicants will be required to observe some classes prior to completing application paperwork and attending for interview.</p>

Job vacancy title	Mobile Creche Worker
Provider name and address	Smiley Faces Ltd. 30 Glebe Way Hanworth Middlesex TW13 6HJ
Contact name	Gwen Clelland
Telephone number	020 8707 0798 / 07970 054 109
E-mail	smileyfacesltd@blueyonder.co.uk
Job description	<ul style="list-style-type: none"> ▪ To work as a member of the Creche team ▪ To ensure that all the children receive a high quality of care and kept safe ▪ Receive a rich and stimulating play experience, which meet their individual needs
Days and hours of work	Flexible.
Salary	Depends on level of qualification.
Qualifications	<ul style="list-style-type: none"> ▪ NVQ 2 ▪ NVQ 3
Experience and skills	<ul style="list-style-type: none"> ▪ Good communication skills ▪ Affinity with young children ▪ At least one year in a Early Years Setting
Other information	<ul style="list-style-type: none"> ➤ Ability to work as a reliable member of the team, developing positive relationship with colleagues 'parents', children.
Position start date	Ongoing
Reason for Vacancy	Expansion of company

Job vacancy title	Montessori Teacher – temp and perm
Provider name and address	St Mary Magdalen Montessori Nursery School 61 North Worple Way Mortlake SW14 8PR
Telephone number	020 8878 0756 or 07947 013545
Email	maitland.1@virgin.net
Contact name	Elizabeth Maitland
Days and hours of work	8.15am to 1.30pm – Term time only
Salary	Good salary and opportunities for career development
Qualifications	Montessori
Experience and skills	Enthusiastic, caring and reliable teacher required joining friendly team in SW14, close to train station.
Closing Date	ongoing