



# Brent

## **Brent Childcare Job Vacancies**

**Brent Children & Families Information Service  
(CFIS)**

**[www.brent.gov.uk/childcare](http://www.brent.gov.uk/childcare)**

**January 2019**

**Contact the Brent CFIS on 020 8937 3010 or via [cfis@brent.gov.uk](mailto:cfis@brent.gov.uk)**

**Brent Civic Centre, Engineers Way Wembley Middlesex HA9 0FJ**

**Office hours: 9am to 5pm Monday to Friday**

## **Some tips on looking for work with children**

1. Visit the Jobcentre website [www.gov.uk/jobsearch](http://www.gov.uk/jobsearch) which has a database with many vacancies including those for working in childcare. Alternatively, you can visit one of the Jobcentre Plus sites below:

Harlesden Jobcentre Plus – Harlesden House, 161 High Street, NW10 4TL

Wembley Jobcentre Plus – 6 St Johns Road, HA9 7JD

2. Visit the library to look through job advertisements in local and national newspapers and magazines or use the internet to search. Find Brent libraries at [www.brent.gov.uk/libraries](http://www.brent.gov.uk/libraries)

3. Brent Works is a no cost service providing job and apprenticeship opportunities for local people, across a range of sectors. Please contact Brent Works on 02089376295, email [brent.works@brent.gov.uk](mailto:brent.works@brent.gov.uk), or you can visit the Brent Council Customer Service area in the Brent Civic Centre (Engineers Way, Wembley, HA90FJ). For regular updates on all roles being advertised, simply go to [www.yammer.com](http://www.yammer.com) and complete the registration form, then join the “Keeping You In The Know” group.

4. Sector press includes job vacancies for the childcare sector – this includes Nursery World Magazine, and Children and Young People Now magazine. This Brent Children and Families Information Service Job Bulletin is regularly updated and published online at [www.brent.gov.uk/childcare](http://www.brent.gov.uk/childcare).

5. To work as an Ofsted-registered homechildcarer, looking after children in their parents’ homes, contact Ofsted on 0300 123 1231. You will need a basic childcare qualification and a paediatric first aid certificate. Please contact Brent CFIS [cfis@brent.gov.uk](mailto:cfis@brent.gov.uk) 02089373010 to find out more.

6. To work in your own home as an Ofsted-registered childminder complete the online application at [www.brent.gov.uk/childcare](http://www.brent.gov.uk/childcare) or contact the CFIS on 02089373010 to discuss.

7. [www.jobsgopublic.com](http://www.jobsgopublic.com) is a good place to look for jobs in the public sector, including school-based jobs and teaching.

8. Use the internet to search local authorities’ job and vacancies webpages.

<b>Brent</b>	<a href="http://www.brent.gov.uk/jobs">www.brent.gov.uk/jobs</a>
<b>Barnet</b>	<a href="http://www.barnet.gov.uk">www.barnet.gov.uk</a>
<b>Camden</b>	<a href="http://www.camden.gov.uk">www.camden.gov.uk</a>
<b>Harrow</b>	<a href="http://www.harrow.gov.uk">www.harrow.gov.uk</a>
<b>Ealing</b>	<a href="http://www.ealing.gov.uk">www.ealing.gov.uk</a>
<b>Hammersmith and Fulham</b>	<a href="http://www.lbhf.gov.uk">www.lbhf.gov.uk</a>
<b>Kensington and Chelsea</b>	<a href="http://www.rbkc.gov.uk">www.rbkc.gov.uk</a>

### **INQEUS REACH** West London back to work

This programme provides free support to help unemployed people find, apply for and secure the right job. It’s for lone parents or two parent families with a child under 16 years whose income is under £30,000 and people claiming incapacity benefits and living in Brent, Ealing and Hammersmith and Fulham who must be able to work in the UK.

**INQEUS REACH** offers a personal advisor for one-to-one support, help with writing CVs, looking for vacancies, doing good interviews, financial help with starting work, plus free use of computers, internet and phones.

Ingeus has a high rate of success in getting people back to work. Let them work for you! Contact Ingeus on 020 8782 4000.

## **Making an application – some useful pointers**

### **How to write a cover letter for a job application**

Get the job you've always dreamed of by sending the perfect resume and cover letter. Your skills and experiences are impressive, so let your potential employers know by highlighting them in your job applications with perfect English writing. Achieve the highest level of grammar, spelling, and punctuation in your cover letter for a job application

### **First paragraph - why you are writing**

If someone you know referred you to a potential employer, be sure to mention it! Your reader will be encouraged to keep reading when s/he sees a name she recognizes.

If you are writing in response to a job posting. Specify where you learned of the position and the title of the position. More importantly express your enthusiasm and the likely match between your credentials and position's qualifications, for example, please accept my application for post of (Enter position applying for), I am confident that my background and experience with (.....) will prove to be a suitable match for your needs.

If you are writing to enquire about a potential job opening or a prospecting letter, it is essential to write a strong paragraph that will capture your reader's attention. You must also be specific about what type of job you are seeking.

### **Middle paragraph(s) - what you have to offer**

The middle paragraphs are your place to shine. Here you should include 1-3 focused paragraphs that highlight why you are a good candidate for a job. Illustrate how your particular abilities match specific qualifications listed in the job posting; tell about your potential for fulfilling the employer's needs in a prospecting letter. In both cases, refer to particular skills you possess and details about the organization to show you've done your [research](#). Describe your strengths, interest, achievements, and motivation. Also, refer your reader to your resume, but do not repeat word for word what's written there. Instead, add more details that highlight your experience.

### **Closing paragraph - how you will follow up**

After you have interested your potential employer with the first paragraphs of your cover letter for a job application, indicate how you will be in contact. Be direct in expressing your interest in a job, and indicate that you will follow up with a phone call to schedule an appointment at a mutually convenient time. Then make the call within the time frame! In some cases phone calls are prohibited or not welcome, but you should at least check that your materials were received.

The final and crucial last step in writing a cover letter for a job application is proofreading. Even with the most impressive skill set and experience, a cover letter with errors in spelling or English grammar will get limit the success of your application. An employer will doubt your intelligence and abilities if s/he reads a cover letter with mistakes.

## **Writing a CV**

A curriculum vitae (CV) can be used when replying to adverts which say send full details or ask for a CV and when an organisation does not have an application form.

Not all employers accept CVs but if you produce one, use the following tips.

- 1 Use good quality A4 paper.
2. Limit your CV to 2 pages.
3. Stick to the same format throughout.

## **Writing a CV**

A curriculum vitae (CV) can be used when replying to adverts which say send full details or ask for a CV and when an organisation does not have an application form.

Not all employers accept CVs but if you produce one, use the following tips.

1. Use good quality A4 paper.
2. Limit your CV to 2 pages.
3. Stick to the same format throughout.
4. It is optional to mention marital status, date of birth or nationality.
5. Highlight important information on the first page – this could be under skills or personal profile.
6. Present your employment history starting with your most recent job.
7. When describing your duties use action words such as achieved, organised, succeeded, managed, participated etc.
8. Do not leave any gaps – even if you have had a long time out of employment. You can include voluntary work and you can say you have been looking after your own children.
9. Do not fold the finished document.
10. Keep a copy and amend for each application as necessary.

## **Application forms**

Completing the application form is the first step of the selection process. The information you give will help the employer to decide whether to shortlist you for an interview.

1. Take a photocopy or print out the form to practise on.
2. Read through all sections of the form, particularly any instructions. If completing a paper form use black ink.
3. Read the job description – this outlines the main duties of the job. Think of what interests you in the job and why.
4. Read the person specification if there is one. This will tell you what qualifications, skills and abilities you need to do the job.
5. Write a rough draft before you start filling in the form.
6. Make a list of things you are doing in your current job or have done which match these skills. Remember to add all relevant work experience including part time work in the Employment History section.
7. Use the list you have made to complete the supporting information
8. Finish with a brief summary of why you think you are suitable for this job.
9. Finally check your form for spelling and grammar.
10. Keep a copy of your completed form.
11. You will need to change your application to suit each job.

If you are looking for training in childcare, please contact Brent Children & Families Information Service on 020 8937 3010 or at [cfis@brent.gov.uk](mailto:cfis@brent.gov.uk) and ask for the childcare courses list.

<b>Title</b>	<b>Manager/Supervisor</b>
<b>Organisation</b>	<b>HAPPY DAYS CLUBS</b>
<b>Location</b>	<b>Wren Academy, Hilton Avenue, North Finchley, London N12 9HB</b>
<b>Details</b>	<p><b>Job summary:</b> Day to day management of the Club. Provide quality play care within the framework of the Club's policies and procedures.</p> <p><b>Line manager:</b> Club Management Committee, Management Board or proprietor</p> <p><b>Responsible for:</b> Deputy, play workers, school escorts and volunteers</p> <p><b>Working relationships:</b> Children attending the Club and their parents/carers; management/proprietor and staff, students and volunteers, childcare and play organisations, schools and registering authorities.</p> <p><b>Main duties includes:</b></p> <ul style="list-style-type: none"> <li>• Planning, preparing and delivering quality play opportunities within a safe and caring environment.</li> <li>• Providing comprehensive care for the children including collecting them from school and delivering them safely to parent/carers.</li> <li>• Providing refreshments and ensuring that hygiene, health and safety standards are met.</li> <li>• Administering First Aid, when necessary.</li> <li>• Setting up the play space, including moving furniture and play equipment.</li> <li>• Consulting with children and involving them in planning activities</li> <li>• Providing support and supervision to play workers and other staff, including volunteers.</li> <li>• Holding regular staff meetings and conducting regular reviews and appraisals for staff.</li> <li>• Administration and record keeping, including staff and child records, financial records, ordering and purchasing, and working within an agreed budget.</li> <li>• Developing and maintaining good communication with all members of the Club, with schools, and especially with parents.</li> <li>• Undertaking appropriate and relevant training.</li> <li>• Monitoring and maintaining a healthy, safe and secure working environment.</li> <li>• Working within the framework of the Club's policies and procedures, and the Early Years Foundation Stage (EYFS).</li> </ul>

<p><b>Details</b></p>	<p><b>Person Specification</b></p> <p>Essential qualities</p> <ul style="list-style-type: none"> <li>• Experience of working with 4 – 11 year olds</li> <li>• Experience of administration</li> <li>• Experience of working in a supervisory or management capacity</li> <li>• Delivering equal opportunities in play setting</li> <li>• Understanding the varied needs of children and families</li> <li>• Providing and facilitating safe, stimulating play</li> <li>• Proven leadership skills</li> <li>• Excellent communication skills together with sufficient understanding and use of English to ensure the well-being of the children</li> <li>• Ability to work on own initiative, using judgement and common sense</li> <li>• Familiarity with the EYFS.</li> </ul> <p>Desirable qualities</p> <ul style="list-style-type: none"> <li>• Appropriate Level 3 qualification</li> <li>• Appropriate child protection training</li> <li>• At least 2 years' experience of working in a childcare setting</li> <li>• Experience of working within a play-based setting</li> <li>• Experience of budgeting</li> <li>• Ability to use IT based resources to support play and Club administration</li> <li>• Current driving licence</li> <li>• Current 12-hour Paediatric First Aid Certificate</li> <li>• Food Hygiene Certificate</li> </ul>
<p><b>Hours</b></p>	<p>Hours are 7.30am - 9.00pm, Monday - Friday 3.00pm - 6.00pm</p> <p>£8.00 - £11.00 per hour, depending on age and experience</p>
<p><b>Contact Details</b></p>	<p>Maria Flannery on 07816 877 177 or Jacqueline B Powell on 07903 349 399 for further details Email: <a href="mailto:hello@happydaysclubs.com">hello@happydaysclubs.com</a> <a href="mailto:jpowellbrown@outlook.com">jpowellbrown@outlook.com</a> or indeed website – Happy Days Clubs vacancies</p>

<b>Job Title</b>	<b>Play Worker</b>
<b>Organisation</b>	<b>HAPPY DAYS CLUBS</b>
<b>Location</b>	<b>Wren Academy, Hilton Avenue, North Finchley, London N12 9HB</b>
<b>Details</b>	<p><b>Job summary:</b> Assist with day to day activities of the Club; provide quality play care within the framework of the Club's policies and procedures.</p> <p><b>Line manager:</b> Club Manage/Deputy</p> <p>Working relationships: Children attending the Club and their parents/carers; management and staff, including students and volunteers; schools and registering authorities.</p> <p><b>Main duties include:</b></p> <ul style="list-style-type: none"> <li>• Assist with planning, preparing and delivering quality play opportunities within a safe and caring environment.</li> <li>• Providing comprehensive care for the children including collecting them from school and delivering them safely to parents or carers.</li> <li>• Setting up the play space including moving furniture and play equipment.</li> <li>• Providing refreshment and ensuring that hygiene, health and safety standards are met.</li> <li>• Administering first aid, when necessary.</li> <li>• Consulting with children and involving them in planning activities.</li> <li>• Helping with Club administration, where necessary.</li> <li>• Encouraging parental involvement in the Club.</li> <li>• Facilitating good communication with all members of organisation, parents, and schools.</li> <li>• Undertaking appropriate and relevant training.</li> <li>• Keeping the work environment healthy, safe and secure.</li> <li>• Working within the framework of the Club's policies and procedures.</li> </ul> <p><b>Person specification:</b> Essential qualities</p> <ul style="list-style-type: none"> <li>• Experience of working with 4 – 11 year olds</li> <li>• Understanding the varied needs of children and their families</li> <li>• Understanding the issues involved in the delivery of quality play care</li> <li>• Understanding the issues of equal opportunities</li> <li>• Provide and facilitate safe and creative play</li> <li>• Good communication skills</li> <li>• Able to work as part of a team</li> <li>• Sound judgement and common sense</li> <li>• Sufficient understanding and use of English, to ensure the well-being of the children</li> </ul>

<p><b>Details</b></p>	<p><b>Person Specification (cont'd)</b>  Desirable qualities</p> <ul style="list-style-type: none"> <li>• Experience of working within a play-based setting</li> <li>• Experience of administration</li> <li>• Competent in using IT to support play and Club administration</li> <li>• Ability to work on own initiative</li> <li>• Relevant qualification or willingness to work towards this</li> <li>• Appropriate child protection training</li> <li>• Current Paediatric First Aid Certificate</li> <li>• Food Hygiene Certificate</li> </ul>
<p><b>Hours</b></p>	<p>Hours are 7.30am - 9.00pm, Monday - Friday  3.00pm - 6.00pm</p> <p>£8.00 per hour, depending on age and experience</p>
<p><b>Contact Details</b></p>	<p>Maria Flannery on 07816 877 177 or Jacqueline B Powell on 07903 349 399 for further details  Email: <a href="mailto:hello@happydaysclubs.com">hello@happydaysclubs.com</a>  <a href="mailto:jpowellbrown@outlook.com">jpowellbrown@outlook.com</a>  or indeed website – Happy Days Clubs vacancies</p>



<b>Title</b>	<b>Nursery School Practitioners</b>
<b>Organisation</b>	<b>Dandelions Nursery School</b>
<b>Location</b>	<b>Kensal Rise NW10 3NT</b>
<b>Details</b>	<p>An exciting opportunity to work at a brand new Nursery School in Kensal Rise. Dandelions Nursery School will offer morning sessions for children from 1- 4 years and is looking for a team of practitioners that will work together to share their knowledge and ideas, plan exciting and creative activities and most importantly offer the highest standard of care and educational opportunities for our children. Working hours: 8am-1pm Monday-Friday. To start ASAP</p> <p><b>Successful applicants MUST have:</b></p> <ul style="list-style-type: none"> <li>- A minimum Level 3 qualification</li> <li>- A good understanding of the EYFS and be experienced in writing observations and planning for the development of their key children</li> <li>- Experience in developing strong relationships with parents and carers</li> <li>- A good knowledge of Safeguarding and child protection procedures</li> <li>- A positive and excited approach to their work and an enthusiasm to develop their knowledge and skills</li> </ul> <p><b>Desirable:</b></p> <p>Experienced in working with 1-2 year olds  Experience with using an online tracking program  A love of singing and telling stories</p> <p>Two references will be required alongside an enhanced DBS check. Paediatric First Aid training and food hygiene training will be provided (if necessary) to the successful applicants.</p> <p>In return, Dandelions Nursery will offer a high level of training for staff to develop their skills, provide a generous salary and promote a positive working environment. There will be opportunities to take on extra responsibilities and roles within the Nursery and practitioners will also be given non-contact time to keep up to date with children's learning records.</p>
<b>Hours</b>	Minimum hourly rate of £10 per hour. Full salary dependant on qualifications and experience
<b>Contact Details</b>	Please send your CV and a short covering letter to: <a href="mailto:hello@dandelionsnurseryschool.co.uk">hello@dandelionsnurseryschool.co.uk</a> <a href="http://www.dandelionsnurseryschool.co.uk">www.dandelionsnurseryschool.co.uk</a>

<b>Title</b>	<b>Nursery Practitioner</b>
<b>Organisation</b>	Jelli Tots Nursery
<b>Location</b>	Kilburn
<b>Details</b>	<p>Jelli Tots nursery is currently recruiting for a nursery practitioner at our wonderful nursery in Kilburn. We are looking for a practitioner that can support us in continuing to offer 'outstanding' care and education for children aged from two to four years old. If you enjoy sharing your ideas and love making the learning environment stimulating and exciting then you are the person we are looking for.</p> <p>Successful applicants will require <b>minimum Level 3 qualification</b>; have a good understanding of the EYFS Curriculum and have the ability to build partnerships with parents and carers. <b>Ideally</b> you will have previous experience of working with children <b>aged 2 to 4 years and been responsible for your own key group of children.</b></p> <p>As a Nursery Practitioner you will:</p> <ul style="list-style-type: none"> <li>• Have good knowledge of safeguarding and child protection procedures. Have an enhanced DBS (disclosure and barring service) check or be willing to apply for one. Have no convictions, cautions, final warnings or reprimands which make you unsuitable to work with children.</li> <li>• Be well qualified and committed to advancing your skills and knowledge through reflective practice and continuous personal development.</li> <li>• Have a good level of written and spoken English and be able to <b>plan for and extend children's learning based around their interests.</b></li> <li>• Have a good rapport and passion for working with young children and be sensitive to their individual needs.</li> <li>• Be able to work as part of a team, using your own initiative and have good time management skills.</li> <li>• Experience of supporting children with additional needs would be desirable.</li> </ul>
<b>Hours</b>	<p>8.15am to 3pm Monday to Friday</p> <p>Minimum £10.20 per hour, dependant on experience and qualifications.</p> <p>Salary: £16,442 - £18,054</p>
<b>Contact Details</b>	<b>To apply please submit your cv to <a href="mailto:jellitotsnursery@btconnect.com">jellitotsnursery@btconnect.com</a></b>

## Current childcare vacancies

<b>Title</b>	<b>Nursery Practitioner</b>
<b>Organisation</b>	<b>A Perfect Start Nursery</b>
<b>Location</b>	<b>St. James Church Centre, Stanley Avenue, HA0 4JB</b>
<b>Details</b>	<p><b>Responsible for:</b> Providing quality education and care for children mainly 1-5 years. Developing partnerships with parents/carers to increase involvement in children's education.</p> <p><b>Main purpose:</b></p> <ul style="list-style-type: none"><li>• To work as a member of the Team at <b>A Perfect Start</b> to ensure that a balanced programme of integrated education and childcare provision is delivered which meets individual needs.</li><li>• Support home/nursery partnerships.</li><li>• Assist in development of volunteers/training.</li><li>• To ensure that, as a team member, the facility meets required standards as laid down by Ofsted Early Years Directorate.</li></ul> <p>Main duties:</p> <ol style="list-style-type: none"><li>1. To plan and provide a caring and stimulating environment that is appropriate for individual children and enables them to reach their full potential.</li><li>2. To be responsible for the planning of the curriculum.</li><li>3. To act as a key person to a group of children, liaising closely with parents/carers and ensuring that each child's needs are recognised and met.</li><li>4. To develop strategies to include parents in the raising of children's achievements.</li><li>5. To support and work alongside volunteers. To assist in the development of programmes, parent and child groups and education to engage parents and contribute towards training.</li><li>6. To work within the Children Act and local guidelines and standards.</li><li>7. To plan and prepare exciting play opportunities that meet the children's developmental needs and stimulates their learning.</li><li>8. To establish and maintain positive relationships with children and their families in a way that values parental involvement.</li><li>9. To observe and assess children's development and keep accurate records of their achievement. Ensuring that all records are up to date.</li></ol>

## Current childcare vacancies

10. To provide a service that respects children's life experiences and celebrates diversity in terms of language, culture, ability, race and religion.
11. To work effectively as part of a team by supporting colleagues.
12. To work within the agreed framework of policies and procedures within the Nursery.
13. To help and support students/volunteers on placement.
14. Ensure that Child Protection policies and procedures are adhered to at all times.
15. Undertake First Aid and Food Hygiene training as required and for self development.
16. To carry out duties and responsibilities of the post with regard to the Equal Opportunities Policy.
18. To attend and participate in staff meetings, training and planning.
19. To participate in supervision and staff development processes in support of personal development.
20. To undertake training as appropriate to meet any changes in standards or appropriate legal requirements as required.

From £7.85

07966182606

## Current childcare vacancies

<b>Title</b>	<b>Nursery Nurse</b>
<b>Organisation</b>	<b>Bright Horizons</b>
<b>Location</b>	<b>Kenton, Harrow, HA3 0LJ</b>
<b>Details</b>	<p>Are you passionate about working with children? Our Kenton Day Nursery, which has roadside parking for car users and is just a short walk from Kenton train station, is currently recruiting for a level 3 qualified Nursery Nurse to join their fun and friendly team.</p> <p>Job description</p> <p>As a Nursery Nurse you will be required to:</p> <ul style="list-style-type: none"><li>• Work together with the rest of the team to provide high quality care for children aged 3 months to 5 years.</li><li>• Use your knowledge, experience and imagination to come up with new ideas and activities.</li><li>• Build relationships with children and communicating well with their parents.</li><li>• Help children to learn and develop socially, physically and emotionally through familiar routines, stimulating educational play and other child-based activities.</li></ul> <p>Some of our benefits include:</p> <ul style="list-style-type: none"><li>• Regular incentives where you can win up to £1,000 tax free money.</li><li>• An excellent salary and flexible working hours.</li><li>• Payment towards your travel costs.</li><li>• A range of discounts on healthcare, cinema tickets, leading supermarkets and much more.</li></ul> <p><b>Next Steps:</b></p> <p><b>If you are looking for an exciting opportunity in childcare, please apply now, or contact our friendly and helpful recruitment team on 01494 779090. We would love to hear from you!</b></p> <p><b>Due to the volume of applicants, only successful candidates will be contacted.</b></p> <p><b>Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any</b></p>

## Current childcare vacancies

**pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.**

£18,500

Sadie Green  
01494 779090  
[Sadie.green@brighthorizons.com](mailto:Sadie.green@brighthorizons.com)

## Current childcare vacancies

<b>Title</b>	<b>Administrative Assistant 2 x full time and 1 x part time</b>
<b>Organisation</b>	<b>Barnardo's - Brent Children's Centres</b>
<b>Location</b>	<b>Locality based – Willesden, Kilburn, Harlesden &amp; Wembley</b>
<b>Details</b>	<p><b>Barnardo's Children's Centres within the London Borough of Brent require Administrative Assistants</b></p> <p>Two of the three clusters of children's centres within the London Borough of Brent working with children aged 0-5 years and their families require administrative support. We offer a variety of activities in partnership with other agencies such as speech and language to improve and enrich children's development and learning.</p> <p>We are seeking three enthusiastic administrators with a "can do" attitude and professional approach to support the children centre teams to deliver services to local families. Ideally, you will enjoy working with children and families, and have the skills to provide meeting and greeting/first point of contact service to families and visitors to the centres, ensuring all families are registered. Your responsibilities will include: data entry, running of reports and daily use of Microsoft packages.</p> <p>There are 2 full-time roles and one part-time role with various start times.</p> <p><b><u>Initial Specific duties:</u></b></p> <ul style="list-style-type: none"><li>• Provide accurate and timely data entry in order to meet the organisation's KPIs.</li><li>• Provide a welcoming and efficient 'front of house' service at the Children's Centres.</li><li>• Help maintain health and safety standards by following the policies and procedures.</li><li>• policies, procedures and protocol.</li></ul> <p><b><u>The successful candidate will have:</u></b></p> <ul style="list-style-type: none"><li>• A good level of computer literacy and the ability to use a range of Microsoft applications.</li><li>• Good attention to detail and accuracy.</li><li>• Excellent organisational skills with the ability to prioritise their workload and complete tasks to specific deadlines.</li><li>• Excellent communication skills for engagement with families, colleagues and other service providers.</li></ul>

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**Supplementary information:**

Due to the nature of the role, punctuality and good timekeeping are an essential requirement. The post holder should be flexible in their work pattern to meet the needs of the service.

**About Barnardo's**

At Barnardo's we believe in children – no matter who they are, what they have done or what they have been through. Please read about our basis and values following the link below. You will be asked questions relating to them as part of the recruitment process for this role.

Barnardo's is committed to having a diverse and inclusive workforce for staff and volunteers. We actively encourage applications from disabled, Black, Asian and Minority Ethnic and male candidates as they are under-represented within Barnardo's.

**[Our basis and values](#)**

**Files**

**[Additional Info Sheet - AA Final July 2018 Brent CC.docx - updated.pdf \(33.17 KB\)](#)**

**[Administration Assistant Receptionist CS - GENERIC JD-PS 14A \(14-17\) - JE2014-012GEN.pdf \(52.74 KB\)](#)**

£16,706.00 plus OLW £1,885.27

Please visit the Barnardo's job website for above posts and for full details on how to apply or contact the below centres and ask to speak to the Service Administrator.

Harmony Children's Centre on 0208 451 4180 or Wykeham Children's Centre on 0208 937 5960



## Current childcare vacancies

<b>Title</b>	<b>Early Years Worker (EYW) x 3 1 x fixed term maternity cover; 1 x full time; 1 x part time 18.5 hrs p/w</b>
<b>Organisation</b>	<b>Barnardo's - Brent Children's Centres</b>
<b>Location</b>	<b>Locality based – Willesden, Kilburn, Harlesden &amp; Wembley</b>
<b>Details</b>	<p><b>Early Years Worker</b>  <b>Salary £18,220 - £24,253 F/T plus Outer London Weighting</b>  <b>Based: Brent Children's Centre's - Central Cluster</b></p> <p>Children's Centres aim to provide high quality multi-agency services that are flexible and support the needs of young children and their families. Services are available to all children up age 0-5, along with their parents/carers who live in the local community. The centres wider goals are to have a positive and lasting impact on each and every family that attends and help to improve their outcomes in life.</p> <p>We are seeking vibrant and motivated <b>Early Years Workers</b> to work within the Children's Centre team, providing good quality play and services to young children and their families accessing the service, both within children's centres and out in the community.</p> <p>Children's Centre Early Years workers require:</p> <ul style="list-style-type: none"> <li>• Level 3 qualification in Working with Children and Young People, Early Years or similar (essential)</li> <li>• Experience of working with children under 5 (essential)</li> <li>• Experience of working in partnership with parents/carers (desirable)</li> <li>• Awareness of factors impacting on and issues facing vulnerable children and young people and families (e.g. disadvantage, poverty, disability).</li> <li>• The ability to enhance the learning experience babies and pre school children through the use of different models and mediums to create exciting learning opportunities both indoors and outdoors and within the extended community (essential).</li> <li>• Ability to work in partnership with parents/carers to support the holistic development of babies and young children (essential)</li> <li>• The ability to plan and manage inclusive early years sessions as required by the needs of the service and families. (essential)</li> <li>• The ability to support the physical, social, emotional, intellectual and linguistic development of all children attending the centre, including those with additional needs. (essential)</li> </ul> <p>Demonstrable ability to observe, assess and identify children's needs, make</p> <ul style="list-style-type: none"> <li>• referrals to the appropriate professionals, support other staff to support the children. This will require knowledge of using the EYFS and the SEND code of practice. (essential)</li> </ul> <p>All Children's Centre staff must be able to:</p> <ul style="list-style-type: none"> <li>• Work flexible hours where required, including some evenings and weekends.</li> <li>• Travel independently across Brent</li> <li>• Carry out registration and children's centre contacts giving appropriate information either at clinic, at home or in the centre.</li> </ul>

<p><b>Details</b></p>	<p>This post is subject to an enhanced disclosure check via the DBS check. It is very important when filling in the reference section of the application form that you ensure that you supply the referee details (including email addresses) of all your employment experience covering the last five years, please use an extra A4 sheet if required. Please also indicate any gaps of employment in the appropriate section.</p> <p>For further information please contact Brenda Cudjoe on 0208 937 3620 Applicants will be required to undertake a Declaration that neither they nor anyone who lives in the same household as the applicant or who lives at their address, is a disqualified person under the Childcare (Disqualification) Regulations 2009.</p> <p>About Barnardo's</p> <p>At Barnardo's we believe in children – no matter who they are, what they have done or what they have been through. Please read about our basis and values following the link below. You will be asked questions relating to them as part of the recruitment process for this role.</p> <p>Barnardo's is committed to having a diverse and inclusive workforce for staff and volunteers. We actively encourage applications from disabled, Black, Asian and Minority Ethnic and male candidates as they are under-represented within Barnardo's.</p> <p><a href="#">Our basis and values</a></p> <p>Files</p> <p><a href="#">Project Worker 1 - Job Description &amp; Person Profile.pdf (76.34 KB)</a></p> <p><a href="#">Read about our commitment to safeguarding and our pre-employment checks.pdf (59.64 KB)</a></p> <p><a href="#">Recruitment of Ex-Offenders Policy.pdf (0.56 MB)</a></p> <p><a href="#">EYW Additional information for BRENTFINALJuly2018.pdf (1.05 MB)</a></p>
<p><b>Salary Details</b></p>	<p>£18, 220 - £24.253 F/T plus OLW</p>
<p><b>Contact Details</b></p>	<p>Harmony Children's Centre on 0208 451 4180 or Wykeham Children's Centre on 0208 937 5960</p>

<b>Title</b>	<b>Nursery Nurse</b>
<b>Organisation</b>	<b>Melrose on the hill</b>
<b>Location</b>	<b>St Andrews Church Hall, Church Gardens, 956 Harrow Road Sudbury HA0 2QA</b>
<b>Details</b>	Nursery practitioner for outstanding Nursery, work term time or 43 weeks of the year. Have to be Level3 and above. Should have sound knowledge of EYFS, Health and safety, Safe guarding and general nursery practices. SEN experience is desirable All appointment will be subject to DBS and References.
<b>Salary Details</b>	According to experience
<b>Contact Details</b>	<a href="mailto:melroseonhill@live.co.uk">melroseonhill@live.co.uk</a> Tel: 0208 904 6092

<b>Title</b>	<b>Nursery Practitioner</b>
<b>Organisation</b>	<b>Queenbee Nursery</b>
<b>Location</b>	<b>37, Queensbury Station Parade, Edgware HA8 5NN</b>
<b>Details</b>	We are looking for an experienced Level 2/3 to join Queenbee based near Queensbury tube station. Queenbee is a happy nurturing environment to work in and a is a new nursery which opened in 2016.
<b>Salary Details</b>	Negotiable from minimum wage to £8.00 to £8.50
<b>Contact Details</b>	Gillian Storey 0208 3813444/ 0208 3813555

<b>Title</b>	<b>Level 2 &amp; 3 Early Year practitioners, assistant early years practitioners and a room leader at Level 3</b>
<b>Organisation</b>	<b>Twizzle Tops Day Nursery Wembley</b>
<b>Location</b>	<b>Vale Farm, Watford Road Wembley HA0 3HG</b>
<b>Details</b>	<p>-We are looking for full time staff to fill in some vacancies for hours</p> <p>-Full time hours are 40 hours a week over 4 or 5 days.</p> <p>-Applicants need to have either a level 2 or 3 in child care.</p> <p>Please e-mail CV's to <a href="mailto:dilasha.weerasinghe@twizzletops.co.uk">dilasha.weerasinghe@twizzletops.co.uk</a> for interviews.</p>
<b>Hours</b>	£7.50 and above depending on qualification and age
<b>Contact Details</b>	0208 150 9027 / 07894981688

<b>Title</b>	<b>New Nursery Looking for staff with Level 2/3 in childcare or Montessori Diploma</b>
<b>Organisation</b>	<b>Wetherby House Montessori</b>
<b>Location</b>	<b>Spring Hall 29-31 Purves Road, Kensal Rise, NW10 5SX</b>
<b>Details</b>	<p>We are recruiting both full and part time staff to join our team. Wetherby House Montessori is based in a church hall caring for children from 10 months to 4 years.</p> <p>We are looking for practitioners level 2 and above that have experience in working with children in early years. You must have knowledge of the EYFS. Wetherby House offers career development and training opportunities for all staff.</p> <p>You must live within a 50 minute commutable distance.</p>
<b>Hours</b>	£16000-£20000 Depending on qualifications and experience
<b>Contact Details</b>	<a href="mailto:kensalrise@wetherbyhouse.com">kensalrise@wetherbyhouse.com</a>

<b>Title</b>	<b>Nursery Nurse Level 2/3</b>
<b>Organisation</b>	<b>Nuffy Bear Day Nursery</b>
<b>Location</b>	<b>Nuffield Health &amp; Wellbeing, Sidmouth Road, London NW2 5JY</b>
<b>Details</b>	<p>We are looking for a fun, caring and dedicated person to join our team. We take children from 3 months to 5 years and you will be required to work across all age groups.</p> <p>Joining the team as a nursery nurse, you will provide care and education while promoting health, and helping the children achieve the best possible start in life.</p> <p>We are Ofsted accredited and follow the EYFS. We offer a unique range of wellbeing focused care for the children including swimming, yoga making this a truly unique opportunity.</p> <p>If the smile of a job well done is important to you, joining us as a Nursery Nurse will give you the chance to work with some of the best.</p>
<b>Salary</b>	£7.50-£8.50 per hour
<b>Contact</b>	Alison Taylor <a href="mailto:Alison.taylor@nuffieldhealth.com">Alison.taylor@nuffieldhealth.com</a>

<b>Title</b>	<b>Nursery Practitioner</b>
<b>Organisation</b>	<b>Future Stars Nursery</b>
<b>Location</b>	<b>157 Preston Road, HA9 8NQ</b>
<b>Details</b>	<p><b>Responsibilities and Duties</b></p> <ul style="list-style-type: none"> <li>• To contribute a high standard of physical, emotional, social and intellectual care for children placed in the nursery, Safeguarding Children putting their welfare, care and development first.</li> <li>• To give support to other personnel within the nursery</li> <li>• To implement the daily routine in nursery rooms.</li> </ul> <p>Key Areas</p> <ol style="list-style-type: none"> <li>1 Work with children</li> <li>2 Team work</li> <li>3 Liaise with parents</li> </ol> <p>Responsible to: Manager</p> <p>Duties and Responsibilities</p> <ol style="list-style-type: none"> <li>1.Safeguarding Children putting their welfare, care and development first.</li> <li>2.To provide high quality care for all children and families</li> <li>3.To support the provision of a broad and balanced curriculum that will meet the requirements of the relevant national standards.</li> <li>4.To keep a proper record of achievement on your key children, for parents.</li> <li>5.Work alongside parents of special needs children to give full integration in the nursery.</li> <li>6.Ensure child is collected by someone known to nursery.</li> <li>7.Specific child care tasks: <ul style="list-style-type: none"> <li>•The preparation and completion of activities to suit the child's stage of development.</li> <li>•Support children and families in settling visits and transitions through the nursery.</li> <li>•To promote social mealtimes and encourage sharing.</li> <li>•Washing and changing children as required.</li> </ul> </li> <li>8.Providing comfort and warmth to a sick child.</li> </ol>

<b>Details</b>	<p>9.To develop your role within the team especially with regard as a key-person.</p> <p>10.To take responsibility for a group of children during any building evacuation.</p> <p>11.To ensure the provision of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development, whilst actively promoting the equal opportunities policy.</p> <p>12.Work as a supportive member of the staff team, where the nursery is viewed as a whole. Utilise your time to help in other areas being constantly aware of the children’s needs.</p> <p>13.To attend all out of working hours activities, e.g. training, staff meetings, parents evenings, summer or Christmas party, etc.</p> <p>14.To be flexible within working practices of nursery. Be prepared to help where needed, including to undertake certain domestic jobs within the nursery, e.g. preparation of snack meals, cleansing of equipment etc.</p> <p>15.To respect and maintain the confidentiality of information received.</p> <p>16.To be aware of the high profile of the nursery and to uphold its standards at all times.</p> <p>17.To report any injury or accident ensuring that health and safety of the individual is maintained. Inform seniors of all accidents.</p> <p>18.To report any suspicious or suspected non-accidental injury.</p> <p>Qualifications and Skills</p> <p>Mandatory qualifications will be expected to be undertaken and then updated at relevant periods. Qualifications You are expected to hold a CACHE Certificate in Early Years Care and Education or NVQ Level 3 in Early Years Care and Education.</p>
<b>Salary Details</b>	Negotiable based on experience
<b>Contact Details</b>	07770866932

<b>Title</b>	<b>Nursery Practitioner X 2</b>
<b>Organisation</b>	<b>Twinkle Stars Nursery</b>
<b>Location</b>	<b>Wembley Football club Pavilion, Watford Road, London HA0 3HG</b>
<b>Details</b>	<p>We are looking for an outgoing, energetic nursery practitioner for a purpose built Nursery in Wembley. Start date: As soon as possible</p> <p>The successful candidate will have: NVQ Level 2/3 with experience in England Experience in a similar role. You can provide 2 working with children related references within the last 2 years. You hold the right to work in the UK. We also are committed to safeguarding children, therefore all applicants will be carefully vetted and subject to reference and suitability checks, including DBS enhanced disclosure.</p> <p>The right candidate will be committed to delivering outstanding early years practice carefully considering children's needs (18 months- 5 years) and how to enhance their learn through play. They are also able to implement the settings' policies and procedures effectively.</p> <p>A high level of written and spoken English is essential. The setting is open from 8.00am to 4.00pm all year round- The positions can be both Term Time only or throughout the year. (Flexible hours available)</p> <p>We are a family-run business and value loyalty, performance and honesty amongst our team members. Salary- Negotiable. Please email requesting an application pack to the email address below. twinklestarsnursery@yahoo.co.uk</p>
<b>Hours</b>	Part time or full time
<b>Contact Details</b>	Z Chang 020 8908 3593



<b>Title</b>	<b>Childminding assistant required – Immediate start</b>
<b>Organisation</b>	<b>(Childminder) Kiddie Care Ltd</b>
<b>Location</b>	<b>Wembley Park</b>
<b>Details</b>	<p>Purpose of Role: The aspiring candidate should be motivated and energetic, ready to take on each day as a new challenge, keeping the children in their care at the heart of everything they do whilst they are at the setting.</p> <p>Daily responsibilities include:</p> <ul style="list-style-type: none"> <li>• Supporting the Employer in providing appropriate learning experiences for the children attending the Employer’s setting at any given time;</li> <li>• To provide parents/guardians with information about the Children to the extent authorised by the Employer and in line with the Employer’s policies and procedures;</li> <li>• To ensure the safety and wellbeing of those children;</li> <li>• To liaise with parents/guardians of those children as requested by the Employer;</li> <li>• To be in sole charge of the children at the setting for a maximum of 2 hours, including in emergency situations, taking responsibility for ensuring compliance with appropriate Ofsted requirements at those times;</li> <li>• To administer first aid/medical care to the extent authorised by the Employer in line with parental/guardian consent and the childminding assistant’s qualifications and experience;</li> <li>• To adhere to employers policies and procedures at all times;</li> <li>• To work with the Employer to ensure the safety and wellbeing of the Children at all times, whilst at the setting, in transit and at other places;</li> <li>• To ensure all visitors to the Employer’s setting are duly authorised by the Employer and sign the visitors’ book upon entry;</li> <li>• To soothe and comfort injured Children in line with the Employer’s policies and procedures;</li> <li>• To assist with planning age appropriate activities for the Children;</li> <li>• delivering those planned activities;</li> <li>• To observe, monitor, evaluate and report on the progress of each of the children;</li> <li>• To review, maintain and update records relating to each of the children from time to time;</li> <li>• To work within the policies, procedures and codes of conduct at all times;</li> <li>• To carry out any other duties commensurate with the nature and level of the post that are required in order to deliver the job’s key responsibilities;</li> <li>• To work within the policies, procedures and codes of conduct at all times;</li> </ul>

<p><b>Details</b></p>	<ul style="list-style-type: none"> <li>• To carry out any other duties commensurate with the nature and level of the post that are required in order to deliver the job's key responsibilities;</li> </ul> <p>Minimum Requirements:</p> <p>Qualifications:</p> <ul style="list-style-type: none"> <li>• Evidence of Continuous Professional Development or training relevant to the role</li> <li>• Paediatric First aid training</li> <li>• DBS Certificate</li> </ul> <p>Knowledge:</p> <ul style="list-style-type: none"> <li>• Children Development</li> <li>• EYFS</li> <li>• National Curriculum</li> <li>• Safeguarding</li> </ul> <p>Skills:</p> <ul style="list-style-type: none"> <li>• Effective communication using appropriate methods and language, including ICT, with a range of audiences – children and adult.</li> <li>• Time management and organisational skills.</li> <li>• Anti-discriminatory practice in all areas of work.</li> </ul> <p>The ideal candidate should have previous experience in caring for children and should be willing to keep the safety and well-being of the children in their care their top priority, whilst in the service of the setting.</p>
<p>Salary</p>	<p>£7.50 per hour</p>
<p><b>Contact Details</b></p>	<p>Khyati Dattani – 07522421908 / <a href="mailto:khyatid@me.com">khyatid@me.com</a></p>

<b>Title</b>	<b>Qualified Practitioner - level 3 or 2</b>
<b>Organisation</b>	<b>Little Smile child care</b>
<b>Location</b>	<b>17 Oaking Manor Drive, Wembley HA9 6LU</b>
<b>Details</b>	<p>Little Smile is looking to recruit a Qualified Practitioner level 2 or 3. Work should be fun and we are looking for individuals who share that philosophy whilst providing children under 5 with a 'Sound Foundation' for life.</p> <p>Your role as a Qualified Practitioner will include:</p> <ul style="list-style-type: none"> <li>• Supporting every child's 'learning journey' whilst in our care</li> <li>• Promoting partnerships with families as a keyperson</li> <li>• Ensuring that each child's wellbeing is met and that they thrive in a safe environment</li> <li>• Safeguarding all children in our care</li> </ul> <p>People really do matter at Little smile and we offer personalised training programmes to all of our colleagues to support their ongoing professional development.</p> <p>In addition to this we offer a wide range of employee benefits:</p> <ul style="list-style-type: none"> <li>• Increasing annual leave with your length of service</li> <li>• Cash rewards for going 'Beyond Expectation'</li> <li>• <i>Pension</i></li> <li>• Free training</li> <li>• Full time</li> <li>• Permanent contract</li> </ul> <p>Salary from £8.00 - £8.50 per hour.</p> <p>If you are enthusiastic, hold an Early Years Qualification at Level 2 or 3 or above, and want a career in childcare then we would love to hear from you.</p> <p>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.</p>
<b>Salary</b>	from £8.00 - £8.50 per hour. For the beginning
<b>Contact Details</b>	Wioletta Bura 07852102850

<b>Title</b>	<b>Nursery Practitioner</b>
<b>Organisation</b>	<b>St Andrew's Nursery</b>
<b>Location</b>	<b>St Andrew's Church Hall, Church Lane, Kingsbury NW98SX</b>
<b>Details</b>	<p><b>St Andrews Nursery are looking for an enthusiastic member of staff to join our 'Outstanding' nursery!</b></p> <p><b>The Person should be able to demonstrate:</b></p> <ol style="list-style-type: none"> <li>1. High standards of physical, emotional, social and intellectual care for children placed in the setting.</li> <li>2. High level of spoken and written English is essential.</li> <li>3. Minimum of NVQ Level 2 in Childcare.</li> <li>4. To give support to the staff within the setting.</li> <li>5. To work as part of a team in order to provide an enabling environment in which all individual children can play, develop and learn.</li> <li>6. To build and maintain strong partnership working with parents to enable children's needs to be met.</li> </ol> <p><b>Responsible to:</b></p> <p>Nursery Manager/Deputy Manager</p> <p><b>Main Duties:</b></p> <ul style="list-style-type: none"> <li>• To effectively deliver the EYFS ensuring that the individual needs and interest of children in the setting are met (in conjunction with other team members).</li> <li>• To keep records of your key children's development and learning journeys and share with parents, carers and other key adults in the child's life.</li> <li>• Support all staff and engage in a good staff team.</li> <li>• To develop and maintain strong partnerships and communication with parents/carers to facilitate day-to-day caring and early learning needs.</li> <li>• To ensure the provision of a high quality environment to meet the needs of individual children having an awareness of any disabilities, family cultures and medical histories.</li> <li>• To advise manager/deputy of any concerns, e.g. over children, parents, the safety of the environment, preserving confidentiality as necessary.</li> <li>• To be involved in out of working hours activities, e.g. training, monthly staff meetings, summer schemes.</li> <li>• To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack meals, cleansing of equipment.</li> <li>• To work alongside the manager and staff team to ensure that the setting's philosophy is fulfilled</li> </ul>

<b>Details</b>	<p>.</p> <ul style="list-style-type: none"><li>• To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting.</li><li>• To develop your role within the team, especially with regard to being a key person.</li><li>• To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.</li><li>• To be aware of the high profile of the setting and to uphold its standards at all times, both in work hours and outside.</li><li>• To support nursery assistants, students and volunteers.</li><li>• To ensure good standards of safety, hygiene and cleanliness are maintained at all times.</li></ul>
<b>Salary</b>	£7.50 p/h (Negotiable pending experience)
<b>Contact</b>	Maria Harry on 0208 205 2653 or send CV to standrewsnw9@aol.com

<b>Title</b>	<b>Nursery Practitioner</b>
<b>Organisation</b>	<b>Kids Universe Montessori &amp; Day Nursery</b>
<b>Location</b>	<b>120 Preston Hill, Harrow HA3 9SJ</b>
<b>Details</b>	<p><b>We are currently recruiting for qualified level 3 /2 staff at our lovely nursery in Kenton.</b></p> <p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• To promote a fun, high quality environment for the children aged from babies to pre-school.</li> <li>• * Ensuring that at all times the Welfare and Learning development requirements are met.</li> </ul> <p>* Work in partnership with parents and carers.</p> <p>* Undertake a shared responsibility for health and safety throughout the nursery.</p> <p>* Ensure the general cleanliness of the children at all times.</p> <p>* Adhere to all Health and Safety policies and procedures.</p> <p>* Be fully aware of all emergency and security procedures relating to the nursery.</p> <p>* Adhere to all company policies and procedures.</p> <p>Undertake any other duties as reasonably requested by management</p> <p>Successful applicants will need to provide a 'right to work in the UK' documentation, undertake a DBS and provide two satisfactory references prior to commencing employment.</p>
<b>Salary</b>	Depends on experience
<b>Contact</b>	Nira Shah on 07956 286 572

<b>Title</b>	<b>Looking for Childcare work?</b>
<b>Organisation</b>	<b>Kindervine Day Nursery</b>
<b>Location</b>	<b>Unit 3A, Unimix House, Abbey Road NW10 7TR (closest station Stonebridge Park, Bakerloo Line)</b>
<b>Details</b>	<p>Kindervine Day Nursery is looking for some special people to join our team in Park Royal NW10 (Some Senior positions available) so if the below sounds like you..... get in touch!!</p> <ul style="list-style-type: none"> <li>* You must have a warm smiling face that makes every child feel special.</li> <li>* You must be able to laugh at jokes you don't understand, or you don't find funny!</li> <li>* You will preferably have a little bit of quirkiness. If a child requests that you be a captain of a pirate ship, you will be the best pirate captain you can be!</li> <li>* The ability to sing in tune is not necessary, however the ability to sing out of tune in front of a crowd is essential.</li> <li>* You must be able to distribute warm hugs as required.</li> <li>* Possessing the skills required to rapidly count the heads of numerous moving small people is of the utmost importance.</li> <li>* Must be comfortable entering public places on the way home from work, with unknown substances on your clothing.</li> <li>* You must have a high level of comfort around talking about bodily functions. You must have a strong sense of smell to enable you to respond to said bodily functions.</li> <li>* Pretending to eat playdough creations realistically is required, and that of drinking numerous cups of pretend tea.</li> <li>* You must have the ability to read a ten page fairy-tale, upside down, with at least 4 interruptions per page.</li> <li>* You must be prepared to have lots of fun in the workplace. Laughter is something you can expect to engage in for a large part of your working day.</li> <li>* Finally, you must be prepared to feel loved, special and important to many young children and their families. There is simply no other job quite like this one.</li> </ul> <p>If that's you, call me....Lorraine on 07894 106859</p>
<b>Salary Details</b>	Neogtiable Min. £8.00 an hour
<b>Contact Details</b>	Lorraine on 07894 106859

<b>Title</b>	<b>Nursery Practitioner-Level 3 qualified</b>
<b>Organisation</b>	<b>London Road Nursery</b>
<b>Location</b>	<b>Patidar House, 22 London Road Wembley HA9 7EX</b>
<b>Details</b>	<p>Responsible to: Nursery Manager/Deputy</p> <p><u>Key Area to Work:</u></p> <ol style="list-style-type: none"> <li>1. Work with Children</li> <li>2. Team Work</li> <li>3. Liase with Parent/Carers</li> </ol> <p><u>Purpose of Post:</u></p> <ul style="list-style-type: none"> <li>• To provide a high standard of physical, emotional, social and intellectual care for children placed in the Nursery.</li> <li>• To give support to other peers in the Nursery</li> <li>• To implement the daily routine work in the Nursery</li> </ul> <p><u>Duties and Responsibilities:</u></p> <p><u>All staff need to sign in and out of the building at all times.</u></p> <ul style="list-style-type: none"> <li>• To ensure that the welfare of the children is paramount.</li> <li>• To notify management immediately if there is any suspicion of child abuse or neglect. You must be aware of the procedure.</li> <li>• To be responsible for the children and create a stimulating environment conducive to the physical, social and emotional development of young children that will prepare them for school and hold them a good starting point for the future.</li> <li>• To keep the necessary records on all children in employees care.</li> <li>• To be responsible for the tidying up and cleaning of rooms, toilets and washing areas used.</li> <li>• To ensure that all dangerous cleaning materials, drugs and other dangerous substances are kept in a locked cupboard and out of reach of the children.</li> <li>• To provide a full range of stimulating activities for children of all ethnic groups.</li> <li>• To encourage the development of language and speech, including special help for those children whose mother tongue is not English.</li> <li>• To Liase with other agencies regarding children in the nursery when required, e.g.: speech therapists, doctor, health visitors, educational psychologist, and dentist.</li> <li>• To attend staff meeting in and out of work hours and supervision as required.</li> <li>• To maintain general care of all equipment.</li> </ul>



<p>Details</p>	<ul style="list-style-type: none"> <li>• To bring to attention of management any concerns regarding health and safety.</li> <li>• To work in partnership with and be welcoming and courteous to parents and carers.</li> <li>• <b>No gossip should take place about anything... it is important that staff are aware that children are constantly listening to staff conversations.</b></li> <li>• Confidentiality in terms of the nursery will be adhered at all times and will not be discussed outside of the nursery, unless of course there is an issue concern in relation to child care practice, which needs to be taken to Ofsted.</li> <li>• All policies and procedures concerning the nursery will be adhered to by all members of staff.</li> <li>• To keep profiles/records of achievement files for your key children, for parents.</li> <li>• Support all staff and engage in a good staff team.</li> <li>• To be flexible within working practice of nursery. Be prepared to help where needed, including to undertake some domestic jobs within the area of the nursery, e.g. preparation of snack meals, cleaning of equipment and such other duties and responsibilities of equivalent nature as may be determined from time to time by the Manager/Deputy.</li> <li>• Be flexible with rota timings that are given to you.</li> <li>• Be an excellent role model to the team.</li> <li>• Ensuring new decisions are taken on board and maintained in the room at all times</li> <li>• To safeguard all children with in the nursery and the baby room.</li> </ul> <p><b><u>Specific Child Care Tasks:</u></b></p> <p>The preparation and completion of activities to suit the child’s stage of development</p> <ul style="list-style-type: none"> <li>• To ensure that mealtimes are at a time of pleasant social sharing.</li> <li>• Washing and changing children as required.</li> <li>• Providing comfort and warmth to a poorly child.</li> <li>• To ensure the provision of a high quality environment to meet the needs of individual children from different cultures and religious backgrounds and stages of development.</li> <li>• To develop your role within the team especially with regards to being a key worker.</li> </ul> <p><b>Min- £7.50 p/h Max- £8.00 p/h</b></p>
<p><b>Contact details</b></p>	<p>Jyostana- 0208 902 1974</p>

<b>Title</b>	<b>Nursery Manager / Duty Manager</b>
<b>Organisation</b>	<b>Twinkle Stars Nursery School</b>
<b>Location</b>	<b>Wembley Football Club, Pavilion, Watford Road HA0 3HG</b>
<b>Details</b>	<p><b>Purpose of Job</b> The Nursery Manager will be expected to provide high quality, flexible childcare for families from the local communities.</p> <p>The Nursery Manager will oversee the operation of the day nursery to the highest standards, ensuring that the best possible environment and care are provided for young children.</p> <p><b><u>Main Responsibilities</u></b> To be responsible for and to oversee the day to day management, staffing, organisation and smooth running of the Nursery.</p> <p>To develop the ethos of For Under Fives and to create a welcoming and family friendly environment.</p> <p>To be a member of the management team and to contribute to the strategic planning, monitoring, evaluation and development of the Nursery.</p> <p>To be responsible at all times for high standards of care and education of children between 0 to five years in accordance with statutory requirements.</p> <p>To ensure the EYFS is promoted and delivered within the setting and the principles adhered to.</p> <p>To ensure effective communication between the Day Care staff and with all partner organisations.</p> <p>To order and maintain equipment and resources in the Nursery</p> <p>To be accountable and responsible for day to day financial systems directly relating to the Day Nursery provision.</p> <p>To be responsible for admissions in line with the admissions policy agreed by the management team at Head Office.</p> <p>To keep a register and up to date records of all children using the Day Care provision and to give regular feedback to parents about their child's development and progress.</p> <p>To be responsible for organising training and monitoring students in the Day Care provision.</p> <p><b><u>Supervision / Management of People</u></b></p> <p>The post holder will be responsible for management, supervision and appraisal of the following staff</p> <ul style="list-style-type: none"> <li>▪ Deputy Manager</li> <li>▪ Supervisors</li> <li>▪ Nursery Assistants</li> <li>▪ Level 2/3 Workers</li> <li>▪ Unqualified / Level 1/2 Workers</li> </ul>

<p><b>Details</b></p>	<p>The Nursery Manager will identify staff training needs and facilitate training opportunities.</p> <p>From time to time there may be a requirement to manage the work of staff who are appointed for supply work or to provide supervision for students on placement.</p> <p><u>Creativity and Innovation</u></p> <ul style="list-style-type: none"> <li>▪ The Nursery Manager will have a key role in planning and monitoring of the nursery and implementing essential policies and procedures. This will require creative thought together with an informed understanding of statutory requirements and best practice for childcare.</li> <li>▪ The Nursery Manager must work to Nursery policies about Keeping Children Safe, Equal Opportunities, Data Protection and Confidentiality.</li> <li>▪ The Nursery Manager will need to understand and implement For Under Fives policies and procedures (for example for Health and Safety) in relation to staff, buildings and resources.</li> </ul> <p><u>Contacts and Relationships</u></p> <p>Working relationships will include the following:</p> <p>Internal</p> <ul style="list-style-type: none"> <li>▪ General Manager</li> <li>▪ All staff employed for the day care provision</li> <li>▪ Children</li> </ul> <p>External</p> <ul style="list-style-type: none"> <li>▪ Ofsted</li> <li>▪ Parents and families</li> <li>▪ Staff from a wide range of other agencies and settings including the Social Services, Primary Care Trust, NHS Trust, Surestart and a range of voluntary /private sector organisations and Day Care providers.</li> </ul> <p>The Nursery Manager will be expected to build good working relationships at every level. Working in partnership with parents and families is highly valued and the Nursery Manager must be approachable, friendly and able to communicate effectively at all times.</p> <p>At all times the Nursery Manager will be expected to respect the confidentiality of sensitive family information (subject to child protection policies and procedures).</p>
<p><b>Salary</b></p>	<p>Depending on experience/ Negotiable</p>
<p><b>Contact</b></p>	<p>Zahwa Chang- 02089083593/ 07799353874</p>

<b>Title</b>	<b>NVQ3 Child Care Practitioner</b>
<b>Organisation</b>	<b>North Stars Nursery</b>
<b>Location</b>	<b>73 Northway, Kingsbury, London NW9 0RA</b>
<b>Details</b>	<p>We are looking for a keen childcare practitioner who will be ready to start with us ASAP.</p> <p>If you are currently NVQ3 or working towards an NVQ3 we would love to hear from you.</p> <p>We are a small nursery that has been open for 15+ years and we are looking for someone to join our friendly team.</p> <p>You would be required to work 38 weeks a year, for a <b>minimum of 16 hours a week</b>.</p> <p>You must:</p> <ul style="list-style-type: none"> <li>Have good knowledge of child development and the EYFS and use this to support key children.</li> <li>Having a current First Aid certificate would be ideal but not a must.</li> <li>Real, genuine passion for children, commitment and reliability is an absolute must.</li> <li>Have a good understanding of Safeguarding procedures.</li> <li>Current DBS &amp; at least 2 references.</li> <li>Be ready to attend at least 3 training courses during the year and be present at all in-house training.</li> <li>Promote positive relationships with children, parents, team members and other professionals by showing respect, flexibility, patience and initiative.</li> <li>Good communication skills, verbally and written.</li> </ul> <p>What can we offer you</p> <ul style="list-style-type: none"> <li>Training</li> <li>Support from the Manager and Provider</li> <li><b>Competitive salary (£7.45 minimum)</b> – depending on qualifications and what you can offer</li> </ul>
<b>Salary</b>	£8.00 minimum – subject to increase dependent on qualifications and experience
<b>Contact</b>	Bala Subash 07985709725 Email CVs to bala@nsnl.co.uk

<b>Title</b>	<b>Early Years Teacher</b>
<b>Organisation</b>	<b>Bright Horizons</b>
<b>Location</b>	<b>Kenton, Harrow, HA3 0LJ</b>
<b>Details</b>	<p>Bright Horizons are looking for a passionate and hard-working Preschool Teacher for our Asquith Kenton Pre-School &amp; Day Nursery.</p> <p>This a full time role working 40 hours per week, Monday to Friday and you will be mainly based in our preschool room.</p> <p>Our Early Years Teachers are specialists in early childhood development and will have Early Years Teacher Status or Early Years Professional Status, reflecting the specialist role that they have in working with babies and children from birth to five years old.</p> <p>In order to be considered for the role of Nursery Teacher, you will need experience of the following:</p> <ul style="list-style-type: none"> <li>- Being passionate about preschool education and empowering our children to reach their maximum potential</li> <li>- Having proven experience of working with children under the age of five.</li> <li>- Having a Degree in Education or similar and a QTS/EYPS/PGCE</li> </ul> <p>Your role as Nursery Teacher will include:</p> <ul style="list-style-type: none"> <li>- Leading the EYFS and Active Learning curriculum across the Nursery</li> <li>- Encouraging children’s mathematical and creative development through stories, songs, games, drawing and imaginative play.</li> <li>- Supporting the development of children’s basic skills, including physical co-ordination, speech and communication.</li> </ul> <p>Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.</p>
<b>Salary</b>	£22,000 - £25,000
<b>Contact</b>	<p>Sadie Green  01494 779090  <a href="mailto:Sadie.green@brighthorizons.com">Sadie.green@brighthorizons.com</a></p>

<b>Title</b>	<b>Room Leader</b>
<b>Organisation</b>	<b>Bright Horizons</b>
<b>Location</b>	<b>Kenton, Harrow, HA3 0LJ</b>
<b>Details</b>	<p>Bright Horizons Nurseries awarded “Great Place to Work” for 12 years are currently recruiting for a Room Leader to join our Kenton Day Nursery.</p> <p>This role is based in the Toddler room.</p> <p>As a Room Leader working with us, you can expect a competitive salary, excellent training and development as well as a caring and passionate place to work.</p> <p>93 % of our employees agree that “When I look at what we accomplish I feel a sense of pride”</p> <p>Your role as Room Leader will include;</p> <ul style="list-style-type: none"> <li>• Overseeing the smooth running and high quality early years practice within the room</li> <li>• Being a key person carrying out all related responsibilities in building relationships with a small group of children and their families according to the EYFS</li> <li>• Promoting positive relationships with parents, children and colleagues</li> <li>• Ensuring health, safety and wellbeing of the children at all times</li> </ul> <p>“5 out of 6 employees would recommend Bright Horizons as a Great Place to Work!”</p> <p>You may have experience of the following: Senior Nursery Nurse, Head of Unit, Senior Nursery Practitioner, Room Supervisor, Room Manager.</p> <p>Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.</p>
<b>Salary</b>	£19,000 – £21,000
<b>Contact</b>	<p>Sadie Green  01494 779090  <a href="mailto:Sadie.green@brighthorizons.com">Sadie.green@brighthorizons.com</a></p>

## **Support**

### **Tax credits**

When you are working, don't forget to claim your tax credits. Nine out of ten families are eligible for Child Tax Credit. In addition, Working Tax Credit and childcare element of Working Tax Credit. The childcare element pays up to 70% of £175 childcare costs for one child, or up to 70% of £300 for two or more children.

Ring the Tax Credit Helpline on 0845 300 3900, or textphone 0845 300 3909.

Download application forms from [www.hmrc.gov.uk](http://www.hmrc.gov.uk).

### **Tax-Free childcare:**

Working parents with children under 12 (under 17 for with disabilities children) can set up an online childcare account to pay their childcare providers directly. For every £8 parents pay in the account Government will add £2, up to a maximum contribution of £2,000 per child, per year (£4,000 per year for disabled children). To qualify parents must be in work and each earning at least £115 a week and not more than £100,000 per year. For more information please visit the [www.gov.uk](http://www.gov.uk) website

### **NEG 2 (Nursery Grant)**

Some families with a child aged 2 are eligible for 15 hours free nursery education grant each week. Criteria such as being on Income Support, Job Seeker Allowance, An income related employment and support allowance, Child Tax Credit and have an annual income that does not exceed £16,190.00 as assessed by Her Majesty's Revenue and Customs (TC 602 Final Award Notice-2012/2013) Please note you are not eligible if you are in receipt of Working Tax Credit or Child is in care or looked after, SEN is considered. For further information on NEG 2 Please contact Brent Children's And Families Information Service on 0208 937 3010

### **NEG 3 – 4 year olds (Nursery Education Grant)**

All three and four year olds are entitled to a free part-time early years education place, throughout England. The place is for 15 hours per week. The places run during term time only and are available for 38 weeks per year. The child is usually eligible to start the term after his/her third birthday. Places are available at any approved early education or childcare provider.

Contact Brent Children and Families Information Services on 020 8937 3001 or visit [www.brent.gov.uk/childcare](http://www.brent.gov.uk/childcare) for more information

**30 Hours of Free child Care for 3 and 4 year olds of working parents.** You may be eligible if both parents, carers or the sole parent (in a lone parent family) earn on average the equivalent of 16 hours at the national minimum wage or national living wage. Each parent earns less than £100,000 per year. You live in England. All 3 and 4 years olds are entitled to 15 hours of free childcare and education for the equivalent of 38 weeks per year from the term after their third birthday. Working parents who meet the criteria could be entitled to an extra 15 hours of free early education for their 3 and 4 years olds- 30 hours in total. Parent will have the option of using more than one childcare provider. To apply please apply on line <https://childcare-support.tax.service.gov.uk/par/app/applynow> or call on 030 0123 4097.