



Brent

Brent Childcare Job Vacancies

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

www.brent.gov.uk/childcare

December 2019

Contact the Brent CFIS on 020 8937 3010 or via 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 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

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 020 8937 6295, email 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 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.

5. To work as an Ofsted-registered homechildcarer, looking after children in their parents’ homes, contact Ofsted on 0300 1231231. You will need a basic childcare qualification and a paediatric first aid certificate. Please contact Brent CFIS cfis@brent.gov.uk 020 8937 3010 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 or contact the CFIS on 020 8937 3010 to discuss.

7. 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.

Brent

www.brent.gov.uk/jobs

Barnet

www.barnet.gov.uk

Camden

www.camden.gov.uk

Harrow

www.harrow.gov.uk

Ealing

www.ealing.gov.uk

Hammersmith and Fulham

www.lbhf.gov.uk

Kensington and Chelsea

www.rbkc.gov.uk

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.

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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 and ask for the childcare courses list.

Title	Latest childcare Apprenticeship vacancies with First Rung
Organisation	Beverley Woodhouse (Recruitment Coordinator)
Location	
Details	<p>Start a rewarding career in Childcare. This apprenticeship will provide you with the training to work alongside experienced Childcare professionals to nurture the children's spiritual, moral and social development as well as helping to promote a disciplined atmosphere that is balanced with love and care. You will also be given the opportunity to achieve qualifications including Level 2 Childcare, Level 1 English, Maths and ICT, and Paediatric First Aid.</p> <p>Level 2 & 3 Nursery Assistants / Enfield / Walthamstow / £129.50 p/w This is a fantastic opportunity to start your career in childcare. The role involves providing a safe, secure and stimulating environment in a nursery setting.</p> <p>Level 3 Teaching Assistant Apprentice (Special Educational Needs) / Enfield / £140 p/w We have an exciting new opportunity for a full time Teaching Assistant Apprentice, to provide support to pupils and students, with severe or profound multiple learning and/or physical disabilities.</p> <p>Level 3 Teaching Assistant Apprenticeship / Edmonton / £175 p/w This is an exciting opportunity to join a school with a good judgement from Ofsted. We are looking to recruit an Apprentice Teaching Assistant who is keen to be part of a highly-skilled workforce and support the learning of our wonderful pupils. You will help the teacher prepare for lessons and create a safe learning environment for all pupils.</p> <p>For more information on our Apprenticeships, please contact: Bev Woodhouse (Recruitment Coordinator) 07805 980150 bwoodhouse@firstrung.org.uk</p> <p>Find us online at www.firstrung.org.uk</p>

Title	Room Leader / Nursery Nurse
Organisation	Wetherby House Montessori Kensal Rise
Location	29-31 Purves Road, Kensal Rise NW10 5SX
Details	To deliver and maintain a quality curriculum and lead practice.
Working hours	Monday - Friday 40 Hours a week
Salary	£19-£21k
Contact	07305430410

Title	Early Years Practitioner
Organisation	Buxlow Preparatory School
Location	Wembley HA9 7QJ
Details	<p>POSITION: Nursery Practitioner HOURS: Full time, Permanent</p> <p>Inspired Learning Group (ILG) a growing group of independent preparatory schools and nurseries in the South East of England. We are looking to recruit a permanent, full-time member of staff for our nursery based in Wembley, London. Our nurseries are lovely settings which focus on children aged between 2-5 and holds places for up to 28 children. Why come and work for us?</p> <p>We think taking care of our staff is essential. We have a great team and we want to help our employees grow.</p> <p>We also offer:</p> <ul style="list-style-type: none"> • Competitive salary • Further on the job training • Great career prospects • School / Nursery fees discount across the ILG Group <p>This role will suit someone who has previous experience in a nursery setting.</p> <p>We offer shift work between the hours of 8.00 am to 6.00 pm, 51 weeks per year. You will be working alongside other qualified members of staff in a lively and friendly setting!</p> <p>Your key day-to-day tasks would include:</p> <ul style="list-style-type: none"> • Planning of curriculum with room colleagues as per Early Years Foundation Stage • Ensuring you provide a warm and caring atmosphere for the children • Working as part of a team with shared responsibilities <p>If you love working with children and you want to further your experience with the possibility of promotion and working your way up in a thriving company, please apply to nursery.manager@buxlowschool.org.uk</p> <p>POSITION: Nursery Practitioner HOURS: Full time, Permanent</p> <p>Inspired Learning Group (ILG) a growing group of independent preparatory schools and nurseries in the South East of England. We are looking to recruit a permanent, full-time member of staff for our nursery based in Wembley, London. Our nurseries are lovely settings which focus on children aged between 2-5 and holds places for up to 28 children. Why come and work for us?</p>

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<p>Salary details</p>	<p>£20,000- £22,000</p>
<p>Contact Details</p>	<p>nursery.manager@buxlowschool.org.uk</p>

Title	Nursery Practitioners
Organisation	Dandelions Nursery School
Location	KENSAL RISE METHODIST CHURCH CHAMBERLAYNE ROAD KENSAL RISE
Details	<p>Job Description An exciting opportunity to work at a new Nursery School in Kensal Rise. Dandelions Nursery School offers morning sessions for children from 1- 4 years. Working hours: 8am-1pm Monday-Friday. We close for 7 weeks of the year. Please see our website for further info: www.dandelionsnurseryschool.co.uk</p> <p>To start: October 2019 (possibly sooner)</p> <p>Successful applicants MUST have:</p> <ul style="list-style-type: none"> - A minimum Level 3 qualification in Early Years - An excellent understanding of the EYFS and experience in taking responsibility for a group of key children - Experience in developing strong relationships with parents and carers - A good knowledge of Safeguarding and child protection procedures - A positive and excited approach to working with children and an enthusiasm to develop knowledge and skills <p>Desirable:</p> <ul style="list-style-type: none"> -Experienced in working with 1-2 year olds -Experience with using Tapestry or similar online learning Journal <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>Please send your CV and a short covering letter to: hello@dandelionsnurseryschool.co.uk</p>
Hours	Minimum hourly rate of £10 per hour. Full salary dependant on qualifications and experience
Contact Details	Please send your CV and a short covering letter to: hello@dandelionsnurseryschool.co.uk www.dandelionsnurseryschool.co.uk

Title	Nursery Nurse
Organisation	Queen Bee Nursery
Location	Edgware HA8 5NN
Details	Nursery Nurse Working hours: Full time 40 hours
Salary detail	negotiable
Contact Details	0208 3813444

Title	Baby room nursery practitioner
Organisation	Fountain Montessori
Location	Colindale NW9 0BF
Details	Care, love, educate, stimulate nurture 0-2 year olds in accordance with the EYFS curriculum Working hours: 8-6
Salary detail	18,000-22,000
Contact Details	careers@fountainmontessori.com

Title	Students
Organisation	Kenton Kindergarten
Location	Kenton road HA3 0YG
Details	Students
Working hours	15 hours
Salary	07958666223
Contact	07958666223

Title	Childcare assistant
Organisation	Little People Daycare
Location	Holland road, Kensal Rise. NW10 5AU
Details	Working with a small team of childminders to support the early education of children 0-3 years. You will work with established childminders, graded as Outstanding by Ofsted, to observe and plan for the children's individual learning, complying with the EIF. You will adhere to safeguarding and risk assessment procedures. You will be supported throughout all transitions and training.
Working hours	Three days per week, negotiable. (8am - 6pm)
Salary detail	Starting salary £9, increases with performance and qualifications.
Contact Details	Sarah Leonce 0208 961 0223 littlepeopledaycare@aol.com

Title	Montessori Teacher
Organisation	Neasden Montessori School
Location	St. Catherine's Church, Neasden Lane, Neasden NW10 1QB
Details	Montessori Teacher (Must have Montessori Diploma) Teaching children according to Montessori method. 8.30 -3.00 pm Mon - Fri Term Time only.
Salary	£1,300 per month gross
Contact	Mrs J Sen Gupta on 020 8458 7337

Title	Nursery Practitioner
Organisation	Budding Learners
Location	NW9 8QG,
Details	Toddler or under two's room - Qualified (NVQ3, Montessori or above)
Working hours	9am to 6pm; open for 48 weeks a year
Salary detail	£8.21 per hour or more - depending on qualification and experience
Contact Details	buddinglearners@gmail.com contact number 020 8238 9517

Title	Montessori Teacher
Organisation	Neasden Montessori School
Location	Neasden NW10 1QB
Details	Working with children aged 2 to 5 years old. 9am to 3pm
Salary	minimum £10.00 an hour
Contact	Mrs Jay Sen Gupta contact number 020 8458 7337

Title	Early Years Practitioner
Organisation	Wetherby House Montessori Kensal Rise
Location	29-31 Purves Road London NW10 5SX
Details	Hours 8-5 or 9-6 between 16-19 pending experience
Salary	
Contact	Bedra Ouendjeli 02089644400 kensalrise@wetherbyhouse.com

Title	Nursery Practitioner level 3
Organisation	Willow Children's centre Nursery
Location	
Details	<p>An Exciting Opportunity...</p> <p>Brent is a tremendously vibrant London borough where the iconic arch of Wembley Stadium dominates the skyline. Spanning both inner and outer London, it is a borough of huge contrasts in terms of its economic, environmental, ethnic and social make up. Brent's diversity is evident to all who visit our borough and our long history of ethnic and cultural diversity has created a place that is truly unique and valued by those who live and work here.</p> <p>The council is pursuing a far-reaching transformation agenda that better meets the needs of our community so it is an exciting time to join us.</p> <p>Contract: Permanent</p> <p>The Post</p> <p>The post is permanent, full time and all year round. The nursery is open between 8am to 6pm therefore you will be asked to follow a rota . You will be a key worker for a group of children for who you will be responsible, to complete their relevant paperwork. You will also be responsible for contributing to planning, displays and developing the learning environment inside and outside.</p> <p>The Person</p> <p>We are looking for a creative and skilled practitioner who is passionate about working with young children. The candidate should have a child centred approach and experience in working with children under 5. Experience of working with children with additional needs is an advantage.</p> <p>Closing Date: 4 September 2019 (23:00) Assessment & Interview Date: To Be Confirmed</p> <p>Additional Information</p> <p>This position is only open to redeployees currently working in Brent Council. External candidates are not permitted to apply for internal only roles. Forwarding 'internal only' roles to external candidates may lead to disciplinary action being taken.</p>

Details	<p>This position is only open to current employees of Brent Council or Temporary Agency Workers currently working in Brent Council. External candidates are not permitted to apply for internal only roles. Forwarding 'internal only' roles to external candidates may lead to disciplinary action being taken.</p> <p>Brent Council values the diversity of its community and aims to have a workforce that reflects this and therefore encourage applications from all sections of the community.</p> <p>Applications are particularly welcome from people with disabilities and LGBT (lesbian, gay, bi-sexual and transgender) applicants as they are under-represented across the council.</p> <p>All organisations and individuals who work with children and young people, or are involved in providing services for them have a duty to safeguard and promote their welfare.</p> <p>We are committed to safer recruitment and safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.</p> <p>Before you join Brent Council, you will need to provide your National Insurance (NI) number and undergo a Home Office Standard I.D. check.</p> <p>All successful applicants will be required to apply for an 'Enhanced Children's Barred' DBS Disclosure.</p> <p>Please note CVs will not be considered as part of your application for this position.</p>
Hours	Hours of work: 36 hours per week
Contact Details	Salary range: £24,462 - £26,274 p.a. inc.

Title	Early Years Worker (Nursery)
Organisation	St Raphael's Children's Centre, St Raphael's Nursery (Barnardos)
Location	Brent
Details	<p>Contract Type: Permanent Hours: 18 hours per week Salary: £16, 835.00 FTE Plus relevant London Allowance (£1885 FTE)</p> <p>We are seeking either a CACHE or NVQ, BTEC Level 3 qualified or candidate who is currently Level 2 but working towards a Level 3** in childcare and education nursery nurse/ early years practitioner who enjoys working with young children to work at our friendly nurseries. *x2 vacancies at St Raphael's Nursery, Brent (1PT Term Time Only)</p> <p><u>The work will include:</u></p> <ul style="list-style-type: none"> • Planning and implementing creative and learning activities in line with EYFS. • Experience of working with working Children under 5 (essential) • Ensuring safety and well-being of children at all times, Having Safeguarding knowledge and following policies and procedures • Following Health and Safety policies and procedures. • Carrying out observations of children and use of tapestry. • Good knowledge and understanding of EYFS. • Assisting on trips to places of interest with children. • Interacting parents and updating them on child's progress. • Demonstrable ability to observe, assess and identify children's needs. • Writing reports. • *Please note that this Early Years qualification must be full and relevant as per the Department for Education guidelines*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.When completing your application please refer to your skills knowledge and experience in relation to the Person Specification, Job Description and Additional Information document. This should be done with an understanding of the context of the service described. • Please Note: • *An enhanced DBS will be required for these roles. <p>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.</p>

Details	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.
Hours	
Contact Details	Please contact Marie Potanah, Nursery Manager for an application pack marie.potanah@barnardos.org.uk or telephone leave message on 0208 937 6273

Title	Early Years Practitioner
Organisation	Christchurch Kindergarten @ Queensbury
Location	Queensbury Methodist Church 142 Beverley Drive, Queensbury, HA8 5ND.
Details	<p>A term time 8am to 1pm position.</p> <p>Childcare qualifications preferred.</p> <p>Would prefer knowledge of childcare and the EYFS.</p> <p>The candidate should be fit to work with children of ages from 12 months to 4 years old.</p> <p>Please send CV to enquiries@christchurchkindergarten.co.uk</p> <p>Depending on experience and qualifications</p>
Hours	
Contact Details	<p>Divya Vaghela CV to enquiries@christchurchkindergarten.co.uk or call 07962 003154</p>

Title	Deputy Manager
Organisation	Christchurch Kindergarten
Location	Wealdstone Branch
Details	<p>Deputy Manager position. Must have relevant 2 year experience of a senior role.</p> <p>Competent in EYFS, Ofsted standards.</p>
Salary	Depending on experience and qualifications
Contact	<p>enquiries@christchurchkindergarten.co.uk Divya Vaghela or call 07962 003154</p>

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

<p>Details</p>	<p>Person Specification</p> <p>Essential qualities</p> <ul style="list-style-type: none"> • Experience of working with 4 – 11 year olds • Experience of administration • Experience of working in a supervisory or management capacity • Delivering equal opportunities in play setting • Understanding the varied needs of children and families • Providing and facilitating safe, stimulating play • Proven leadership skills • Excellent communication skills together with sufficient understanding and use of English to ensure the well-being of the children • Ability to work on own initiative, using judgement and common sense • Familiarity with the EYFS. <p>Desirable qualities</p> <ul style="list-style-type: none"> • Appropriate Level 3 qualification • Appropriate child protection training • At least 2 years' experience of working in a childcare setting • Experience of working within a play-based setting • Experience of budgeting • Ability to use IT based resources to support play and Club administration • Current driving licence • Current 12-hour Paediatric First Aid Certificate • Food Hygiene Certificate
<p>Hours</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>Contact Details</p>	<p>Maria Flannery on 07816 877177 or Jacqueline B Powell on 07903 349399 for further details Email: hello@happydaysclubs.com jpowellbrown@outlook.com or indeed website – Happy Days Clubs vacancies</p>

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

<p>Details</p>	<p>Person Specification (cont'd) Desirable qualities</p> <ul style="list-style-type: none"> • Experience of working within a play-based setting • Experience of administration • Competent in using IT to support play and Club administration • Ability to work on own initiative • Relevant qualification or willingness to work towards this • Appropriate child protection training • Current Paediatric First Aid Certificate • Food Hygiene Certificate
<p>Hours</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>Contact Details</p>	<p>Maria Flannery on 07816 877177 or Jacqueline B Powell on 07903 349 399 for further details Email: hello@happydaysclubs.com jpowellbrown@outlook.com or indeed website – Happy Days Clubs vacancies</p>

Current childcare vacancies

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

Current childcare vacancies

	<p>10. To provide a service that respects children's life experiences and celebrates diversity in terms of language, culture, ability, race and religion.</p> <p>11. To work effectively as part of a team by supporting colleagues.</p> <p>12. To work within the agreed framework of policies and procedures within the Nursery.</p> <p>13. To help and support students/volunteers on placement.</p> <p>14. Ensure that Child Protection policies and procedures are adhered to at all times.</p> <p>15. Undertake First Aid and Food Hygiene training as required and for self development.</p> <p>16. To carry out duties and responsibilities of the post with regard to the Equal Opportunities Policy.</p> <p>18. To attend and participate in staff meetings, training and planning.</p> <p>19. To participate in supervision and staff development processes in support of personal development.</p> <p>20. To undertake training as appropriate to meet any changes in standards or appropriate legal requirements as required.</p>
	From £8.50
	Tel: 07966182606

Title	Nursery Nurse
Organisation	Melrose on the hill
Location	St Andrews Church Hall, Church Gardens, 956 Harrow Road Sudbury HA0 2QA
Details	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.
Salary Details	According to experience
Contact Details	melroseonhill@live.co.uk Tel: 0208 904 6092

Title	Nursery Practitioner
Organisation	Queenbee Nursery
Location	37, Queensbury Station Parade, Edgware HA8 5NN
Details	We are looking for an experienced Level 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.
Salary Details	Negotiable from minimum wage to £8.00 to £8.50
Contact Details	Gillian Storey 0208 3813444/ 0208 3813555

Title	Level 2 & 3 Early Year practitioners, assistant early years practitioners and a room leader at Level 3
Organisation	Twizzle Tops Day Nursery Wembley
Location	Vale Farm, Watford Road Wembley HA0 3HG
Details	<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 dilasha.weerasinghe@twizzletops.co.uk for interviews.</p>
Hours	£7.50 and above depending on qualification and age
Contact Details	0208 150 9027 / 07894981688

Title	Looking for staff with Level 2/3 in childcare or Montessori Diploma
Organisation	Wetherby House Montessori
Location	Spring Hall 29-31 Purves Road, Kensal Rise, NW10 5SX
Details	<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>
Hours	£16000-£20000 Depending on qualifications and experience
Contact Details	kensalrise@wetherbyhouse.com

Title	Nursery Nurse Level 2/3
Organisation	Nuffy Bear Day Nursery
Location	Nuffield Health & Wellbeing, Sidmouth Road, London NW2 5JY
Details	<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>
Salary	£7.50-£8.50 per hour
Contact	Alison Taylor Alison.taylor@nuffieldhealth.com 0208 451 0735

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

Details	<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>
Salary Details	Negotiable based on experience
Contact Details	07770866932

Title	Nursery Practitioner X 2
Organisation	Twinkle Stars Nursery
Location	Wembley Football club Pavilion, Watford Road, London HA0 3HG
Details	<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>
Hours	Part time or full time
Contact Details	Z Chang 020 8908 3593

Title	Childminding assistant required – Immediate start
Organisation	(Childminder) Kiddie Care Ltd
Location	Wembley Park
Details	<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"> • Supporting the Employer in providing appropriate learning experiences for the children attending the Employer’s setting at any given time; • 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; • To ensure the safety and wellbeing of those children; • To liaise with parents/guardians of those children as requested by the Employer; • 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; • 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; • To adhere to employers policies and procedures at all times; • 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; • To ensure all visitors to the Employer’s setting are duly authorised by the Employer and sign the visitors’ book upon entry; • To soothe and comfort injured Children in line with the Employer’s policies and procedures; • To assist with planning age appropriate activities for the Children; • delivering those planned activities; • To observe, monitor, evaluate and report on the progress of each of the children; • To review, maintain and update records relating to each of the children from time to time; • To work within the policies, procedures and codes of conduct at all times; • 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; • To work within the policies, procedures and codes of conduct at all times;

<p>Details</p>	<ul style="list-style-type: none"> • 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; <p>Minimum Requirements: Qualifications:</p> <ul style="list-style-type: none"> • Evidence of Continuous Professional Development or training relevant to the role • Paediatric First aid training • DBS Certificate <p>Knowledge:</p> <ul style="list-style-type: none"> • Children Development • EYFS • National Curriculum • Safeguarding <p>Skills:</p> <ul style="list-style-type: none"> • Effective communication using appropriate methods and language, including ICT, with a range of audiences – children and adult. • Time management and organisational skills. • Anti-discriminatory practice in all areas of work. <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>Contact Details</p>	<p>Khyati Dattani – 07522421908 / khyatid@me.com 07522421908</p>

Title	Qualified Practitioner - level 3, 2 or Apprenticeship
Organisation	Little Smile child care
Location	17 Oaking Manor Drive, Wembley HA9 6LU
Details	<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"> • Supporting every child's 'learning journey' whilst in our care • Promoting partnerships with families as a keyperson • Ensuring that each child's wellbeing is met and that they thrive in a safe environment • Safeguarding all children in our care <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"> • Increasing annual leave with your length of service • Cash rewards for going 'Beyond Expectation' • <i>Pension</i> • Free training • Full time • Permanent contract <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>
Salary	from £8.00 - £8.50 per hour. For the beginning
Contact Details	Wioletta Bura 07852102850

Title	Nursery Practitioner
Organisation	St Andrew's Nursery
Location	St Andrew's Church Hall, Church Lane, Kingsbury NW98SX
Details	<p>St Andrews Nursery are looking for an enthusiastic member of staff to join our 'Outstanding' nursery!</p> <p>The Person should be able to demonstrate:</p> <ol style="list-style-type: none"> 1. High standards of physical, emotional, social and intellectual care for children placed in the setting. 2. High level of spoken and written English is essential. 3. Minimum of NVQ Level 2 in Childcare. 4. To give support to the staff within the setting. 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. 6. To build and maintain strong partnership working with parents to enable children's needs to be met. <p>Responsible to:</p> <p>Nursery Manager/Deputy Manager</p> <p>Main Duties:</p> <ul style="list-style-type: none"> • 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). • 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. • Support all staff and engage in a good staff team. • To develop and maintain strong partnerships and communication with parents/carers to facilitate day-to-day caring and early learning needs. • 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. • To advise manager/deputy of any concerns, e.g. over children, parents, the safety of the environment, preserving confidentiality as necessary. • To be involved in out of working hours activities, e.g. training, monthly staff meetings, summer schemes. • 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. • To work alongside the manager and staff team to ensure that the setting's philosophy is fulfilled

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

Title	Early Years Teacher
Organisation	Bright Horizons
Location	Kenton, Harrow, HA3 0LJ
Details	<p>Bright Horizons are looking for a passionate and hard-working Preschool Teacher for our Asquith Kenton Pre-School & 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"> - Being passionate about preschool education and empowering our children to reach their maximum potential - Having proven experience of working with children under the age of five. - Having a Degree in Education or similar and a QTS/EYPS/PGCE <p>Your role as Nursery Teacher will include:</p> <ul style="list-style-type: none"> - Leading the EYFS and Active Learning curriculum across the Nursery - Encouraging children’s mathematical and creative development through stories, songs, games, drawing and imaginative play. - Supporting the development of children’s basic skills, including physical co-ordination, speech and communication. <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>
Salary	£22,000 - £25,000
Contact	<p>Sadie Green 01494 779090 Sadie.green@brighthorizons.com</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.

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 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 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.