

VACANCIES & COURSES

FREE SUPPORT FOR FINDING WORK

CommunityLD (Learn Direct) – for information, advice and current training courses contact us at: 58 Bromham Road, Bedford MK40 2QG Telephone: 01234 470102 Email: communityld@yahoo.co.uk

APPRENTICESHIPS IN CHILDCARE

Interested in doing an Apprenticeship in Childcare?

Are you 16 - 24?

Have you done some voluntary or paid work to gain experience and discovered that it is the right job for you? For up to date information on training programmes in Bedfordshire for 16 - 24 year olds

Chiltern Business Training 01582 861607
Bedford College 0800 074 0234
EBP 01525 722554

INFORMATION FOR PROVIDERS AND PEOPLE WORKING IN A BEDFORD BOROUGH SETTING

The proposed future deadlines for advertising for Bedford Borough Settings are 6 September, 7 November, 9 January, 11 March for Bedford on Sunday publication on the following Sundays - subject to budgets.

For details of the Advertising Dates for 2011 and an advertising form please email: jobsinfo@bedford.gov.uk

TRAINING OPPORTUNITIES

CACHE Level 1 Step into Childcare Courses

For people interested in working in a pre- school or nursery environment with children aged 0-5 years. These are practical hands on CACHE Level 1 courses designed for people wishing to take a Level 2 childcare course in the future.

Visit our website for further daytime and evening courses for September 2011 to be announced

Choices in Childcare Workshop

Are you looking for a new career?
A change of direction?
Thinking about a job working with children or young people?
To explore your career options and get training advice - come along to our **FREE** workshops

Visit our website for autumn dates

PSLA (Pre-School Learning Alliance)

call 01525 715248 or email office@bedpsla.org for more information and for funding availability.

CACHE Level 2 Children and Young People's Workforce for volunteers from September 2011. Candidates will need to undertake 7 hours paid or voluntary work per week and attend 1 full day session per week (Thursdays) for around 12 months. Course cost £680

CACHE Level 3 from January 2011. Candidates will need to undertake 240 hours paid or voluntary work over the course and attend 1 full day session per week (Tuesdays) for around 18 months. Course cost £850

Level 2, 3 and 4 Training with Bedford Training and Assessment Centre (BTAC) available from September 2011

CACHE (QCF) Level 2 Children and Young People's Workforce for Early Years Practitioners, Teaching Assistants, Social Carers, Educational Welfare Officers or Playworkers

Entry requirements are either one term's work experience for a minimum of 10 hours per week in your setting or completion of a Step into Childcare or Step into Play followed by a minimum of 6 weeks' work experience.

CACHE (QCF) Level 3 Children and Young People's Workforce for Early Years Practitioners, Teaching Assistants, Social Carers, Educational Welfare Officers or Playworkers

Entry requirements are learners must be employed by their setting for a minimum of 10 hours per week. Childminders need to mind a minimum of 3 children.

We also offer Teaching Assistant Qualifications. For information on funding availability and eligibility please visit our website or call 01234 228847.

Bedford College – 0800 074 0234

Call to find out what funding is currently available.

CACHE Level 2 Children and Young People's Workforce - Work based learning where the assessor visits students in their workplace. Candidates need to be working or volunteering for a minimum of 10 hours placement each week. The college offers optional evening workshops on Tuesday evenings. Course cost £900

CACHE Level 3 Children and Young People's Workforce - Students are required to have a Level 2 - or substantial work based experiences. Work-based learning where the assessor visits students in their workplace. Candidates need to be working for a minimum of 16 hours each week. The college offers optional evening workshops. Students may also opt for an E portfolio development - accessing interactive tutorials and completing work on-line. Course cost £1,100

Teaching Assistant Qualifications
CACHE Level 2 Award £320 – 3 hours per week from October 2011– for 4 modules
CACHE Level 2 Certificate £628 – 3 hours per week for 1 year with 10 hours placement in a school recommended

Accredited Training in Food Safety & Nutrition - delivered by PHR Training

CIEH Level 2 Award in Food Safety in Catering

CIEH Level 2 Award in Healthier Food and Special Diets

Suitable for anyone preparing food for young children ie: childminders, pre-schools, nurseries and lower schools
The cost for each course is £50

For more information and new course dates call: 07875 096532 / 01234 823475 or email philippa@phrtraining.co.uk

IMPORTANT NOTICE

In order to save costs we will no longer be able to send out the vacancy bulletin to individuals at their home address. You can view the bulletin on line at www.bedford.gov.uk/careersinchildcare - select vacancy bulletin

If you do not have access to the internet you can pick up a printed copy at your local library or at Bedford Borough Hall or Town Hall reception area.

If you would like further information about working with children or young people or entry level training course details, please call us on 01234 228847 or email jobsinfo@bedford.gov.uk

At Bedford Borough Council we are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Employers will carry out enhanced CRB checks on all staff and volunteers
If English is not your first language and you require help with translation, we can provide this service.

Working with Children and Young People

Welcome to this month's edition. If you are interested in any of the vacancies featured in this leaflet then please contact the employer directly for more information. Please view the website for more details of the positions advertised. Jobs are added on our website throughout the month; please visit www.bedford.gov.uk/careersinchildcare and link to the Jobs in Childcare weblink.

Want to Advertise?

To look for experienced or qualified staff in early years, childcare or playwork use our free advertising services.

Please contact the Recruitment Helpline or email: jobsinfo@bedford.gov.uk download a copy of the advertising dates and forms from www.bedford.gov.uk/careersinchildcare link to recruitment support.

This Bulletin is distributed widely throughout the Borough to childcare settings, libraries, job centres, colleges, schools and to individuals looking for jobs in the Children's Workforce. It is also available on-line and via email on request.

Career Advice and Guidance

For general information on training opportunities and working with children or young people please contact the Recruitment Helpline.

We hope you find this Bulletin useful and informative. However, if you would prefer not to receive future issues please contact us and we will remove your details.

Recruitment Helpline

Tel: (01234) 228847

Email: jobsinfo@bedford.gov.uk

www.bedford.gov.uk/careersinchildcare

The articles printed and views expressed in this newsletter are not necessarily those of the Council, items are accurate to the best of our knowledge but we do not take responsibility for any errors in information provided to us.

THIS LEAFLET IS ALSO AVAILABLE IN LARGE PRINT ON REQUEST

Interested in working with Children and Young people but not sure where to start?

Have a 1-1 chat with one of our advisers - either on the telephone 01234 228847 or at one of our drop in sessions at local libraries;

Wootton Library: Friday 29 July
14:00 – 15:30

Kempston Library: Thursday 18 August
11:00 – 12:00

Putnoe Library: Tuesday 23 August
11:00 – 12:00

Bedford Central: Wednesday 24 August
14:00 - 15:00

For regular dates look at our website

Attend a FREE workshop Choices in Childcare

To explore your career options and get training advice - come along to our FREE workshop.

For September dates please visit the website

Come and see us at the Jobs, Skills & Enterprise Fair for information on new training courses from September 2011

27th July from 11:00 – 15:00
Harpur Suite, Bedford

For information on all training from Level 1 and beyond, including the new QCF Level 2 and 3 qualifications for the Children and Young People's Workforce and teaching assistants come along and see us or call 01234 228847.



SureStart

VACANCIES

PLEASE MENTION THE BULLETIN WHEN RESPONDING TO ANY OF THESE ADVERTS

For further information on the posts below and to see additional jobs throughout the month please visit www.bedford.gov.uk/careersinchildcare.

For application forms, please call the organisation directly. Candidates will be expected to have recent training or experience working on EYFS.

BEDFORD AND NORTH BEDFORDSHIRE

Childminder's Assistant Full Time (Level 2)

Candidates should have knowledge of EYFS and a full driving licence is desirable. The successful candidate will work alongside an Ofsted and NCMA Registered Childminder in her own home, looking after children from 0 to 11 yrs. Working 4 days a week for approx 28 hrs, although this may vary. Applicants should have or be working towards a Level 2 childcare qualification and have experience of working with children with GCSE English or equivalent and be computer literate. You will also need to have or to apply for a Criminal Records Bureau check. For full details of this vacancy please visit the website. Sarah Brown, **Sarah's Childminding Services** on 01234 325284 or 07946493037

P/T Carlton After School Club Assistant (Level 2 or 3)

Qualifications in Children's Care, Learning and Development, Playwork or equivalent essential. We are looking to appoint an enthusiastic, motivated and caring After School Club Assistant to join our team, term time only. Previous experience in a similar role advantageous and desirable. Job share considered. Hours: Monday – Friday, 3:15 – 5:30pm, term time only, commencing September 2011. **Contact:** For an application pack or further information, please contact Mrs S Burt, Chair of Pre-School / Headteacher **Carlton Lower School** on 01234 720281 or email: s.burt@schools.bedfordshire.gov.uk

Area Supervisor (Level 3)

We are looking for an enthusiastic and dedicated person to join our professional team to work with our group of two-three years olds as an Area Supervisor. Experience is essential as is training in First Aid & Safeguarding Children. This is a full time position. Closing date: 22nd July 2011
Edith Reintges-Morgan, **Aristo-Tots Private Nursery**, Bedford 01234 360500

Temporary 1: 1 Support Worker for Pre-School Aged Child (Current Paediatric First Aid)

We are looking for a reliable, calm and caring personality, who has experience of working with pre-school aged children, to work as part of our small team. This position involves observing a pre-school child discretely, implementing the child's care plan paying particular attention to the child's eating pattern. Specific first aid training will be provided although it would be advantageous to have a current Paediatric First Aid certificate. The position begins in September and will be reviewed on a half termly basis. There will be a degree of written work required with the position so applicants should have a minimum of a GCSE C grade in English. Due to the nature of the position working within the pre-school, the successful applicant will be required to complete an enhanced CRB check. Jenny Higham, Chairperson, **Renhold Pre-School**, 07504541204

Supply Bank Staff (Minimum Level 2 desirable)

Experience of working with children essential.
Sara Vobe, **Just Learning Nursery**, Elstow 01234 330220

Bank Nursery Nurses (Level 2 essential, level 3 desirable)

We are looking for enthusiastic and reliable people to join our new setting, good knowledge and experience of the EYFS and child centred learning is essential. The candidates should be able to provide safe, high quality care for children aged 2 - 5 years (school aged children during school holidays). Responsibilities include covering staff holidays and sickness in the nursery, working within the local community to cover crèches and planning learning opportunities for children through their own interests. Candidates would be able to work at short notice between the hours of 8 am & 6 pm throughout the year. Salary negotiable, Debbie Barrett, **Debbie's Day Care Ltd**, Queens Park Bedford 07927 866622

Supply Nursery Nurse (Level 3 desirable, Level 2 essential)

We are a small setting in a rural location and we are seeking an experienced and enthusiastic individual for the position of Supply Nursery Nurse, possibly leading to permanent hours. Must be able to work between the hours of 8am and 6pm. First Aid and Basic Safeguarding desirable.
Sue Wills-Moren, **The Manse Nursery**, Stevington 01234 824229

Playworker (Level 3)

We are looking for an enthusiastic and reliable person to join our friendly, supportive and busy team to support our expanding holiday club. Relevant experience working with children aged 4-14 years (in holiday or youth clubs) is essential and knowledge of outdoor play would be desirable. We are looking for a lively and enthusiastic personality to join our team at our exciting holiday club.
Little Fishes Nursery on 01234 825152 or email manager@littlefishes-bromham.co.uk for an application form.

Full Time Nursery Nurse position (Level 3 or working towards Level 3)

We are looking for enthusiastic team members to join our team in our friendly rural nursery. Applicants should have knowledge of the EYFS, an ability of complete developmental files and be able to work well within a team. We can be reached on a public transport route from Bedford Town Centre. **Salary:** on application, depending on age and experience.
Jacky Bufton, **Inn Farm Private Day Nursery**, Melchbourne 07961 291 058

Supply Nursery Nurses / Nursery Assistants

For short or long term placements around Bedfordshire and Milton Keynes.
Kangacrew 01908 617666 info@kangacrew.com

VOLUNTARY WORK OPPORTUNITIES

Volunteers required to provide creative play for groups of disabled people. Volunteers sought for school holiday playscheme between 28 July 2011 to 20 August 2011 and Saturday morning club (1st and 3rd Saturday of the month). For more information contact Jane Howard-White, **Skool's Out Activity Schemes** 01234 351759 or email cp.enquiries@bdcps.org.uk

VACANCIES & COURSES

Volunteers to work with children and young people.

Volunteers must be 18 years or over, full training and ongoing support is given.
For further information please contact Pat Mill, **Spurgeons** 01234 262959 or email on pmill@spurgeons.org.uk

Enable Holidays for children who have special needs or physical disabilities during school holidays

If you would like more details or to just talk about the possibility of becoming a volunteer contact Malcolm Blaxland, Enable Co-ordinator at enable@reachoutprojects.org.uk or on 07914 498766

Family Support Volunteers (Parent or Parenting experience essential)

Could you spare a few hours a week to support local families? Home-Start provides friendship, support and practical help to local families. Traditionally we have supported families with a child under the age of five years. From April 1st 2011 we will be extending our reach to children who are 0 - 19. This will mean that we now need volunteers who can visit families in the early evening as well as more volunteers who can visit during school hours. We have lots of families in need of regular support and are determined to increase our volunteer team to meet their needs. We are particularly looking to increase the diversity of our team and welcome volunteers from a wide range of backgrounds. You may be a young parent, an "empty nester" or a grandparent. As long as you have parenting experience, can attend the preparation course and offer Home-Start 3 - 4 hours a week we would like to hear from you. The only 'real' qualification you need to become a Home-Start volunteer is experience of bringing up children either as a parent yourself or with parenting experience.

What do we offer you?

- Support and Supervision
- Out of Pocket Expenses
- Free Volunteer Development Training
- Regular Newsletter
- A very rewarding experience

If you are a parent or have parenting experience and are interested in volunteering for us please pick up the phone and make a difference to the lives of local families. Call us for details of the next free Accredited volunteer preparation courses which run in the daytime and evening.
Home-Start Bedford Borough (Tel: 01234 270601) or e-mail: admin@homestartbb.co.uk visit: http://www.homestartbb.co.uk/for_further_details

Volunteer Assistant Support Worker/s P/T

Experience desirable in childcare and/or education, knowledge of autism and Asperger's syndrome. Required fortnightly on Saturdays in term time only. Loads of Autistic Fun (LOAF) is an activity playgroup for children with autistic spectrum conditions and their families that takes place fortnightly on Saturdays during term-time throughout Bedfordshire. We are looking for caring, flexible and reliable people to work as volunteer assistant support workers at our Biggleswade and Bedford LOAF groups. We provide a uniform, full training, references and competitive rates of pay. If you are interested in being part of this exciting and rewarding service please contact us for more information. All applicants will be interviewed, have an enhanced CRB check and references taken. Kate Osborne **Autism Bedfordshire** 01234 350704 or email recruitment@autismbeds.org

FREE SUPPORT FOR FINDING WORK

Bedford Borough Work Clubs

For information on free Work Clubs around Bedford offering 1-1 guidance including: CV writing; job applications; where and how to search for jobs; telephone and interview techniques; self employment and managing your money.
Bedford Central Library Tuesdays 13.30 - 15.30
More venues coming soon, for more information contact Amy-Jane Cahalane, Economic Development Officer, Bedford Borough Council 01234 276256 AmyJane.Cahalane@bedford.gov.uk

Kennedy Scott Learn Direct Bedford

For individual support, careers advice, and english or maths skill development from entry level up to Level 2. Contact us for an appointment at our Bedford Office to discuss your learning needs. **Contact:** Louise Evans, Kennedy Scott Learn Direct, Bedford 01234 349093 or E-mail bedfordld@kennedyscott.co.uk or louise@kennedyscott.co.uk

Next Step Advice and Guidance

Next Step is available free to every adult in England and has already helped millions of people improve their working lives. It provides information, careers and skills advice that's tailored to each individual. Our careers advisers are professionally qualified and can give individual advice to help people make the right choices about learning and work. The service is available to anyone over the age of 19.

- In a one-to-one session we can help you:
- Find learning and training that is right for you
- Give advice on how you can improve your reading, writing and maths
- Understand the local job market
- Find out about funding to support your learning
- Develop your CV
- Improve your interview and presentation skills
- Progress in your current job
- Find types of disability and childcare support available.

Contact: 0808 100 3140 to book an appointment now

Bedford Housing Link - Stepping Stones Project

As an established and successful charity, Bedfordshire Housing Link secured a grant from 'The Big Lottery' Fund to deliver the Stepping Stones Project. The project has built partnerships and work in conjunction with a variety of organisations to help individuals develop their employability skills through improving confidence, motivation, presentation and communication skills.

- If you are aged between 16 - 65 years
- Would like to develop a new or existing career
- Have not yet contacted the Stepping Stones Team
- Then look no further. We can support you with: Basic Skills, Information, Advice and Guidance, Employability Skills, Application Support, Money Management

Contact: 01234 358478 Fax: 01234 334619
please ask for Charmaine Neita or Angela Miskelly
cneita@bhl.net or amiskelly@bhl.net

eVolve your future

Services include initial skills and employability assessment; careers information, advice and guidance; employment/access to work / addressing barriers to work training and support; preparation for work including Work Club; Job Search, Employability Skills, ICT training and CV support. Also offering in-work support including career and skills progression, advice/support to employers and Redundancy advice. **Contact:** 01933 358250.
For more information visit: www.evolveyourfuture.com