

# VACANCIES & COURSES



Bedford Borough Council and  
Central Bedfordshire Council  
working together

June 10

# VACANCIES

## in Early Years, Childcare and Playwork

### 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 call Connexions to speak to an adviser about Apprenticeships in Bedfordshire on 08456 123300.

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

### INFORMATION FOR PROVIDERS

The deadline for July advertising is  
**28 June 2010 (newspapers and vacancy bulletin)**

For details of the Advertising Dates for 2010 and an advertising form please call on 01234 228847 or email: [jobsinfo@bedford.gov.uk](mailto:jobsinfo@bedford.gov.uk) Or download a copy from the [www.bedford.gov.uk/careersinchildcare](http://www.bedford.gov.uk/careersinchildcare)

### 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

Including Food Standards Agency.  
Safer Food Better Business for  
Childminders.

Suitable for anyone preparing food  
for young children ie: childminders,  
pre-schools, nurseries and  
lower schools

#### Friday 18th June 9.30 - 4.30

Salvation Army Hall, Bullpond Lane,  
Dunstable, Beds LU6 3AH

#### Saturday 19th June 9.30 - 4.30

Church Lane Community Centre  
147 Church Lane, Putnoe, Beds MK41 0PW

The cost for each course is £50  
and for the certificate

For more information call:  
07875 096532 / 01234 823475 or  
email [phrtraining@fsmail.net](mailto:phrtraining@fsmail.net)

### Personal Development and Management and Leadership Training

This year's training programme has  
been extended to include personal  
development courses to appeal to all  
staff from those at the start of their  
learning journey to those at degree  
level - some dates have changed,  
please see below

#### Courses include:

NB. all courses are held at  
The Rufus Centre, Flitwick.

Limited places are available on these  
courses

Loose Parts Play - 22 June 2010

Caring for Babies - 25 June 2010

Creative Play - 8 July 2010

Advanced Communication Skills (NLP) -  
2 July 2010

Playing with the Elements - 15 July 2010

Please visit  
[www.bedford.gov.uk/trainingdirectory](http://www.bedford.gov.uk/trainingdirectory)  
to download an application form  
or call 01234 228847

### EYP NETWORKING EVENTS

Please call Sue Saunders  
01234 228152 if you are an EYP working  
in Bedfordshire and want to be invited  
to future events.

### TRAINING OPPORTUNITIES

Call the Recruitment Helpline for booking  
details 01234 228847.

### 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

Dunstable - Wednesday 23 June  
6pm - 9.30pm

Flitwick - Thursday 24 June  
10.00am - 2.00pm

Bedford - Thursday 1st July  
6pm - 9.30pm

### Getting Started / 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.

Please call the Recruitment Helpline  
(01234 228847) for future  
courses dates and booking details.

### First Steps To Play

20 hour practical introductory course,  
nationally approved for people  
interested in working with children  
from 4 -16. Ideal for holiday playscheme  
workers, out of school club workers,  
activity leaders, childminders, lunch  
time supervisors and children's  
representatives.

Saturday 19 June & 3 July 2010  
9.30am - 5.30pm  
Bedford - £10

### BTEC Forest School Skills - Bedford

Sign up on the waiting list  
for future courses.

This course is not subsidised  
and will cost £270.

Practitioners with Early Years Professional  
Status working in Bedfordshire may  
be eligible for funding.

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](mailto:jobsinfo@bedford.gov.uk)

At Central Bedfordshire Council and 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.

**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](http://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](mailto:jobsinfo@bedford.gov.uk) download a  
copy of the advertising dates and forms from  
[www.bedford.gov.uk/careersinchildcare](http://www.bedford.gov.uk/careersinchildcare) link  
to recruitment support.

This Bulletin is distributed widely throughout  
the County 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](mailto:jobsinfo@bedford.gov.uk)

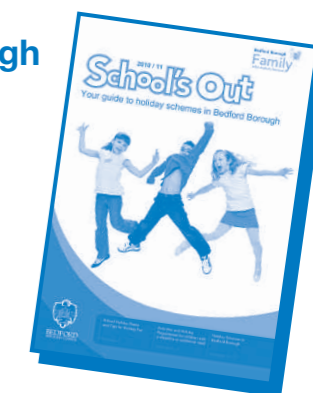
[www.bedford.gov.uk/careersinchildcare](http://www.bedford.gov.uk/careersinchildcare)

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

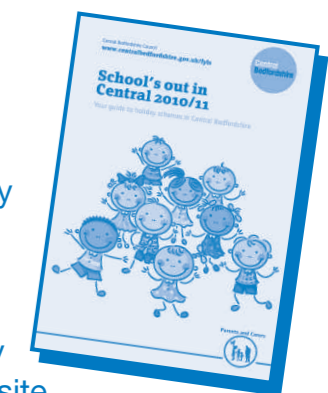
THIS LEAFLET IS ALSO AVAILABLE IN  
LARGE PRINT ON REQUEST

### For information on Holiday Schemes in Bedford Borough and Central Bedfordshire

To obtain a printed copy of  
Bedford Borough holiday  
schemes please call the  
Family Information Service  
on 0800 023 2057 or email us  
on [fis@bedford.gov.uk](mailto:fis@bedford.gov.uk) You may  
also download a copy from  
[www.fis.bedford.gov.uk](http://www.fis.bedford.gov.uk)



To obtain a printed copy of  
Central Bedfordshire holiday  
schemes please call the Family  
and Youth Information Service  
(FYIS) on telephone: 0300 300  
8119 or text: 07971 389 919  
you may also download a copy  
from Central Bedfordshire website  
[www.centralbedfordshire.gov.uk/fyis](http://www.centralbedfordshire.gov.uk/fyis)



These booklets are also available in a number  
of public venues around the County, such as  
libraries, supermarkets and health centres.

### First Steps To Play

If you are interested in working in a holiday  
playscheme why not enrol on First Steps for play  
to gain skills and knowledge to help you apply for  
jobs in a holiday scheme near you. For further  
information ring the Recruitment helpline 01234  
228847 or [www.bedford.gov.uk/careersinchildcare](http://www.bedford.gov.uk/careersinchildcare)

Saturday 19th June & 3rd July  
9.30 - 5.30 Bedford



# 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](http://www.bedford.gov.uk/careersinchildcare).**

**For application forms, please call the organisation directly. For all management and deputy positions candidates will be expected to have recent training on EYFS**

## **BEDFORD AND NORTH BEDFORDSHIRE**

**For full details of the positions please visit the website**

### **P/T Play Assistant (Level 1)**

Outstanding Pre-School with excellent track record for training has space to support a NVQ level 2 trainee, to include some voluntary sessions as part of the training but also to work some sessions covering staff courses/sickness. Salary to be discussed. Please call Julie or Sue at **Woodlands Pre-School and Extended church street**, Clifton on **01462 811486**

### **Playworker Holiday Club (Level 3)**

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. Diane Sims, **Little Fishes Nursery**, Bromham 01234 825152 or email [manager@littlefishes-bromham.co.uk](mailto:manager@littlefishes-bromham.co.uk)

### **Supply Workers (Level 2/3)**

Experience of similar work is essential. To provide a high standard of social, intellectual, physical and emotional care for children under 5 years old placed in the nursery, which provides a happy, safe environment. To assist the Team Leader and give support to other personnel within the Nursery, working as part of a team. To liaise with parents and other professionals involved in the child's care. No contracted hours, supply work when required. 4 weeks paid holiday per year (pro rata). We offer opportunities for further training. Previous applicants need not apply. Contact Luisa Piombino, **Smarteez Neighbourhood Nursery**, Bedford 01234 353512

### **Casual Driver (as and when needed)**

Required to transport children from around the Bedfordshire area and take them to venues identified for contact sessions with family members and to provide transport home. Must hold a full clean driving licence and provide a vehicle that is MOT roadworthy and has fully comprehensive vehicle insurance including business use. Helen Bass, **Spurgeons Child Contact Centre**, 01933 4174

### **Temporary Keyworker (Level 2)**

Required to support young people with disabilities on summer activity scheme. Must be available 28-31 July and 2-20 August. Please contact Rose McHugh or Jane Howard-White at **Bedford & District Cerebral Palsy Society** on **01234 351759**

## **CENTRAL BEDFORDSHIRE**

### **F/T Nursery Nurse/ Assistant required. (Level 2 desirable)**

It is desirable that you will have knowledge and experience of childcare.

### **P/T 1:1 Child Support (Level 3)**

We are looking for a support worker to work with a child with additional needs on a 1:1 basis. You must have experience of working with children with additional needs as well as being patient and a good communicator. Salary on application. Please call **Kelly Moriarty at Footsteps Private Day Nursery in Leighton Buzzard** on **01525 375679**. Closing date for applications is **June 11**

### **P/T Bank Staff (Level 2)**

The preferred applicant will be a motivated and enthusiastic individual who is prepared to cover staff training days and sickness absence at short notice. Toni Terleph, **Zig Zag Pre-School**, Clophill 07949 913267

### **P/T Nursery Nurse (Level 3)**

Previous experience required. Duties will include co-ordinating activities, helping with development and learning of children 0-5 years of age, assisting at meal times and supervising play. Wayne Hoyte, **Little Haven Private Nursery**, Dunstable 01582 603192

### **P/T Play Assistant (Level 1)**

Outstanding Pre-School with excellent track record for training has space to support a NVQ level 2 trainee, to include some voluntary sessions as part of the training but also to work some sessions covering staff courses/sickness. Salary to be discussed. Please call Julie or Sue at **Woodlands Pre-School and Extended church street**, Clifton on **01462 811486**

### **Bank Staff (Level 3)**

All applicants must hold a level 3 in early year's childcare and education. Experience with children aged 1-5 years is essential and knowledge of the EYFS, First Aid and Food Hygiene is desirable. Due to an increase in numbers of children, we would like to find staff members who could work as part of our valued team in continuing to develop the setting and working with parent's carers and other professionals. Immediate starts required. Contact Samantha or Caroline, **Cleverkidz**, Houghton Regis 01582 868000

# VACANCIES & COURSES

### **P/T Pre-School Assistant (Level 3)**

It is essential to have a proven track record of working with children, a sound understanding of Early Years Foundation Stage and Ofsted requirements, a dedication to and an understanding of safeguarding children. Must be well organised, have a flexible approach, be cheerful and have a professional disposition. Stondon Stompers Pre-School are looking to recruit a part time Pre-School Assistant to support the Play Leader in providing a stimulating and varied programme of play and ensuring the safety and well being of the children. To be a key worker to a number of children, taking responsibility for their 'I Can Books' ensuring they are kept up to date. Undertaking observations covering all children during the sessions and recording these correctly. Assist the Play Leader and team in short, medium and long term planning for the Pre-School. Due to being located within a Village Hall it is necessary for the hall to be set up and cleared down on a daily basis, which requires a certain amount of lifting. The Pre-School Assistant along with the team will be required to do this. All appointments are subject to CRB clearance. Stondon Stompers has been part of the village since 1971, is OFSTED inspected and takes children from 2 years with care up to statutory school age. The Pre-School provides a happy and secure environment for children to learn through play and make new friends. All sessions are held at Stondon village hall. Close liaison and co-operation with the Lower School next door gives the children a perfect introduction into the next step of their education. Details of the post; the job description and the application form can be downloaded from [www.stondon-stomperspreschool.ik.org](http://www.stondon-stomperspreschool.ik.org) all applications will be treated confidentiality. Salary dependant upon qualifications and experience. Deborah Hathway, **Stondon Stompers**, Lower Stondon 07775 233564

## **OTHER CHILDCARE JOBS**

### **Supply Nursery Nurses across Bedfordshire (Level 2/3)**

For short or long term placements. £8.91 - £9.52 p.h. Sue Varricchio, **HEART Education Supply Agency** 01234 228997

**Are you interested in becoming a registered childminder?** Please call the **National Childminding Association** on 01234 242818 or email [Bedford.county@ncma.org.uk](mailto:Bedford.county@ncma.org.uk) for an information pack and dates of pre-registration meetings.

## **VOLUNTARY WORK OPPORTUNITIES**

**Spurgeons** require 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, 01234 262959 or email on [pmill@spurgeons.org.uk](mailto:pmill@spurgeons.org.uk)

### **Family Support Volunteers**

(Parent or parenting experience essential)  
Home-Start provides friendship, support and practical help to families who have at least one child under the age of five years. We have lots of families in need of regular support and are determined to increase our volunteer team to meet their needs. 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. We are particularly looking to increase the diversity of our team and welcome volunteers from a wide range of backgrounds. Call for details of the next free volunteer preparation course which runs throughout Bedfordshire.

**What do we offer you?** Support and Supervision, Opportunity to have course accredited, Out of Pocket Expenses, Free Volunteer Development Training, Regular Newsletter and a very rewarding experience. If you 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. Wendi Lovatt, **Home-Start North and Mid Beds** 01234 270601 **Home-Start South Bedfordshire** 01525 374656

**Volunteers** required to provide creative play for groups of disabled people. Volunteers sought for school holiday playschemes and Saturday morning club. For more information look at Case studies on the **Careers in Childcare Website**. Jane Howard White, **Skool's Out Activity Schemes** 01234 351759.

**Family Support Home-Visiting Volunteers** Wendi Lovatt at **Home-Start Bedford Borough** 01234 270601 **Home-Start Central Bedfordshire** 01525 374656

## **VOLUNTEERING**

**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 in 2010 then you can contact Malcolm Blaxland, Enable Co-ordinator at [enable@reachoutprojects.org.uk](mailto:enable@reachoutprojects.org.uk) or on **07914 498766**