

Example Childcare Vacancy Template



Provider Name: Learndirect

Vacancy Details		
Vacancy Title	Apprentice Nursery Assistants	
Employer Name	Cherry Tree Bilingual Day Nursery English / Spanish	
Employer Address	15 Horselers, Hemel Hempstead, HP3 9UH, Herts.	
Contact Name	Title	Mrs
	First Name	Dalia
	Surname	Ros
	Position	Manager
	Telephone	01442 247237
	Mobile no (optional)	07886636589
	Email Address	dalia@cherrytreenursery.co.uk
	Contact by email/mail/phone?	Telephone / Email/ Mail dalia@cherrytreenursery.co.uk
Full description	<p>A wonderful and amazing opportunity has risen for enthusiastic and caring school leavers who are interested in pursuing a career in childcare to gain a qualification of NVQ Level 2 or 3 part time or full time. There are opportunities for the more ambitious ones who want to be trained as room leaders, deputy or manager or wants to work as childminders. The salary will be above the minimum wage thus £4.00 per hour</p> <p>We holding an open week for any student whose finishing year 11 and are contemplating in going into Childcare.</p> <p>OPEN WEEK FROM THE 30TH OF May 2017 to the 2nd of June. From 9.30am to 2.30 pm</p> <p>We will support you in your work and studies and train you in First aid, Food and hygiene and Safeguarding.</p> <p>Duties include:</p> <ul style="list-style-type: none"> • To support children's learning and development with children age 3 months to 5 years old. • Support children's development skills working to plan activities, recording observation and their progress. • Attending staff meetings and any training that is in house • To assist with nursery topic and centre activities around this month's topics • To assist the nursery nurses in implementing all Nursery Policies • To meet & greet parents and children in a positive and friendly manner • To understand and assist in implementing room timetables • To be aware of new starters and any allergies etc they may have • To assist with the wall displays and decoration 	

	<ul style="list-style-type: none"> To assist with the nappy changing routines/potty training To assist with the cleaning rotas and ensure the room(s) are clean and tidy at all times To assist with the laundry/washing up of the children's lunch/tea equipment
Short description	To support children's learning and development with children age 3 months to 5 years old.
Number of positions available	8 positions available
Weekly Wage	Above minimum wage
Working Week	30 minimum hours a week (Monday - Friday) Opening hours 7.00am -7.00pm
Future prospects description	There are opportunities for the more ambitious ones who want to be trained as room leaders, deputy or manager or wants to work as a childminder with a salary above the minimum wage.
Training provided	The successful candidate will be provided with the opportunity to complete a fully certified NVQ Level 2 or NVQ level 3 in Children's and Young Peoples Workforce.
Contact name	Dalia Ros
Employer Description	Cherry Tree Bi-lingual Day Nursery is an independent day nursery and pre-school in Hemel Hempstead, caring for children aged 3 months to 5 years. The Nursery is well established within the local community and offers a safe, happy, inclusive environment where children learn through planned play activities.
Employer website	www.cherrytreenurseryandpreschool.co.uk

About the Candidate	
Skills required	A willingness to learn through practice and study is essential.
Qualifications required	None
Personal qualities	Enthusiastic, patience, friendly, and respectful to children, parents, staff and willing to learn and work as a team and staff.

Supplementary Application Form Questions	
Two Vacancy Specific Questions:	<p>Question one: How does this apprenticeship fit into your future career plans?</p> <p>Question two: What do you hope to gain from working with children?</p>

Key Dates	
Closing date	04/09/2017
Interview start date	From week beginning 26/06/2017 - 31 / 07/2017
Possible start dates	24/07/2017 - 4/09/2017