

Job vacancy title	Deputy Manager
Provider's Name	Kids United Playgroup
Provider's Address	United Reformed Church, Elgar Avenue, Surbiton, KT5 9JR
Contact Name	Paula Thompson
Phone	07928-102614
Email	kids-united@hotmail.co.uk
Job Description	<p>We are a well-established Pre-School with a good reputation, open four mornings a week, term time only.</p> <p>As Deputy Manager you will be second in command and work closely with the Manager to lead, inspire and motivate the staff team.</p> <p>You will be responsible for:</p> <p>Fees and Invoicing</p> <p>Newsletters</p> <p>Risk Assessments</p> <p>You will have Key Worker responsibilities</p> <p>Responsibility for completing key children's Learning Journeys</p>
Days and hours of work	Monday: 8.15 - 14.30 Tuesday: 8.15 - 12.30 Thursday: 8.15 - 13.30 Friday: 8.15 - 14.30
Salary	Dependent on experience

Qualifications	You must hold a relevant Level 3 Childcare Qualification
Experience and skills required	<p>You must have a sound knowledge on Safeguarding</p> <p>You must have a sound knowledge on the EYFS</p> <p>You must have good communication skills in English</p> <p>You must be able to keep accurate developmental observations and records</p> <p>You must be able to build and maintain good working relationships with parents.</p>
Any other information	<p>Start Date: September 2018</p> <p>If interested in position please send your CV to: kids-united@hotmail.co.uk</p>
Closing date for applicants	04/06/2018
Position start date	06/09/2018

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Salary	Dependent on experience
Qualifications	You must hold a relevant Level 3 Childcare Qualification
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Any other information	<p>Start Date: September 2018</p> <p>If interested in position please send your CV to: kids-united@hotmail.co.uk</p>
Closing date for applicants	15/7/2018
Position start date	06/09/2018

Job vacancy title	Pre-school Assistant (Acacia Pre School)
Provider's Name	Acacia Pre School
Provider's Address	Malden Wanderers Clubhouse, Cambridge Avenue, New Malden, Surrey
Contact Name	Leigh Smith
Phone	07894 093151
Email	manager@acaciapreschool.com
Job Description	<p>We are looking for a passionate & enthusiastic pre-school assistant to join our dedicated team in Providing high quality early years education & care, under the direction of the pre-school leader. Duties will include:</p> <ul style="list-style-type: none"> • Being a key person to a small group of children • To plan appropriate & stimulating activities that will enable the children in our care to develop & progress, whilst in an enjoyable environment • To monitor children's progress through continuous observations & thorough assessments • To compile children's learning journeys • To develop positive relationships with children, parents/carers, colleagues & outside agencies • To help setup the play room each morning • To attend staff meetings and training courses when required.

Days and hours of work	To be confirmed. We operate from 9am until 3pm, Monday - Friday, during term time only
Salary	Dependent on experience and qualification
Qualifications	Minimum of an Ofsted recognised Level 3 qualification
Experience and skills required	Must have a sound knowledge of the Early Years Foundation Stage. Must have previous pre-school experience. Must have a good level of written English.
Any other information	We are committed to safeguarding and promoting the welfare of children and expect all staff to share This commitment. Candidates will be required to undertake a Disclosure and Barring Service(DBS) Check.
Closing date for applicants	15/7/18
Position start date	3/9/18

Job vacancy title	Pre School Manager (Stepping Stones)
Provider's Name	Stepping Stones Pre-School
Provider's Address	Long Ditton Cricket Club, Betts Way, Long Ditton. KT6 5HT
Contact Name	Tracey Morritt
Phone	07941 266817
Email	Send your CV to: Tracey Morritt steppingstonespreschool123@gmail.com
Job Description	We are a not for profit pre school that has Been successfully operating in Surbiton for the last 18 years. We provide a well planned, rich learning environment for children aged 2 to 5 years. We have a position for a Pre School Manager to lead our team. The Manager will be responsible for the day to day running of Stepping Stones including management of staff and premises; the
Days and hours of work	Term-Time only (38 weeks per year) 35-40 hours per week – Flexible hours will be considered.
Salary	Dependent on experience and/or qualification
Qualifications	EYPS or EYTS, NNEB, CACHE level 3, NVQ level 3 or equivalent and will need to have knowledge of OFSTED regulations, excellent knowledge of the EYFS, excellent organisational skills with the ability to work to targets, very good communication skills, strong people management skills and knowledge and understanding of equal opportunities and SEND

	<p>Previous relevant supervisory/management experience is essential.</p> <p>Stepping Stones is committed to ensuring everyone in our organisation is responsible for Safeguarding and promoting the welfare of children. All successful candidates will be required to undertake an enhanced DBS disclosure.</p>
Experience and skills required	<p>You will need to be someone who is passionate about all aspects of childcare and education, and able to bring new ideas to the role. You will need to have a caring and dynamic approach, as well as, an ability to lead and motivate a range of staff.</p>
Any other information	<p>The manager will be responsible for the management of all the staff in the setting and the welfare and education of the children attending Stepping Stones.</p>
Closing date for applicants	15/7/18
Position start date	3/9/18

Job vacancy title	Pre-School Room Leader (Playtime Day Nursery)
Provider's Name	Playtime Day Nursery
Provider's Address	The King's Centre Coppard Gardens Chessington Surrey KT9 2GZ
Contact Name	Jenny Selvakumaran
Phone	0208 391 5522
Email	playmates@thekingscentre.org.uk
Job Description	To lead the implementation of the Early Years Foundation Stage (EYFS) curriculum in the Pre-school room. - To ensure that children attending the setting receive rich and stimulating play experiences which support all aspects and components of the EYFS curriculum. - To meet requirements of regulatory bodies with relation to EYFS matters, special needs, child protection, Health and Safety and to ensure that policies and procedures are adhered to. -To form good relationships with the children and families
Days and hours of work	Monday to Friday, 9 - 4.
Salary	T.B.C
Qualifications	A level 3 qualification or equivalent is essential and experience working in a

	nursery is also essential. You will be committed to the highest standard of care and have working knowledge of safeguarding children.
Experience and skills required	We are looking for someone who is highly motivated, organised, who has enthusiasm and initiative and above all who is passionate about working with children.
Any other information	This is an opportunity to work within a small organisation to really make a difference. You will have the chance to be innovative and implement new ideas and activities to create a nurturing and enriching learning environment.
Closing date for applicants	14-07-2017
Position start date	05-09-2017