

# Vacancy Bulletin August 2017

## Early Years and Childcare



To advertise in the Vacancy Bulletin your first point of contact is:

Anna Bull

☎ 01454 868674

✉ [anna.bull@southglos.gov.uk](mailto:anna.bull@southglos.gov.uk)

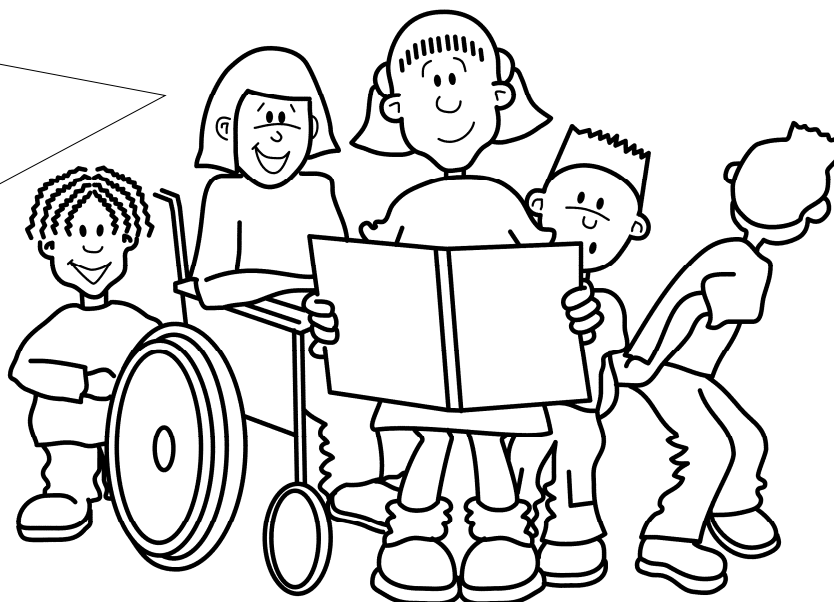
South Gloucestershire Council  
Department for Children Adults & Health  
Council Offices, P.O. Box 298, High Street, Kingswood,  
Bristol BS15 0DQ

[www.southglos.gov.uk](http://www.southglos.gov.uk)



- If you would like to apply for any of the vacancies – **phone the settings direct**
- To advertise for staff in future bulletins – **Please register your vacancies via the VLE**

**Applications are welcome from all sections of the Community, irrespective of.....**  
gender, ethnic origin, age, sexuality, religion/belief or disability



**Just get in touch!!!!**

**South Gloucestershire Council is committed to safeguarding and promoting the safety and welfare of children, young people and vulnerable adults**

**All appointments advertised in this bulletin are subject to satisfactory enhanced DBS checks and safer recruitment in-line with statutory EYFS requirements**

## Pre-School

Could there be an opportunity within your business to employ an apprentice?  
Opportunities are needed in Childcare, Business Administration, Health and Social Care, Team Leading and many more.  
If you want to find out about recruiting an apprentice contact Elaine Eldridge on 01454 865884 or 07786 380032 or email [elaine.eldridge@southglos.gov.uk](mailto:elaine.eldridge@southglos.gov.uk)

**Organisation:** Abacus Pre School - Baileys Court  
**Contact:** Jayne Baggott or Nicky Pontin [enquiries@abacuspreschool.co.uk](mailto:enquiries@abacuspreschool.co.uk)  
**Tel** 01454 865878  
**Vacancy:** Qualified Pre School Deputy Manager - Level 3 or above  
We are looking for an enthusiastic individual who has a passion for delivering the curriculum in a fun, warm and caring environment and the ability to lead and develop a team Sound knowledge of the EYFS, safeguarding and current legislation is required. We require applicants only to apply if they have had a minimum of 2 years experience as a qualified practitioner.  
**Hours:** Part time 2 days per week. 8.45 am – 3.15 pm  
**Rate of Pay:** Available on application

All appointments advertised in this bulletin are subject to satisfactory enhanced DBS checks and safer recruitment in-line with statutory EYFS requirements

✂----- Cut off date to advertise in the next bulletin is 5<sup>th</sup> September 2017 by 10.00 am -----

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**Organisation:** Abacus Pre School - Bradley Stoke  
**Contact:** Jayne Baggott or Nicky Pontin [enquiries@abacuspreschool.co.uk](mailto:enquiries@abacuspreschool.co.uk)  
**Tel 01454 865878**

**Vacancy:** Qualified Pre School Assistant. Bradley Stoke - Level 3 or above  
We are looking for an enthusiastic individual who has a passion for delivering the curriculum in a fun, warm and caring environment with a sound knowledge of the EYFS.

**Hours:** Monday to Friday. Hours 8.30 am - 3.30 pm

**Rate of Pay:** Available on application

**Organisation:** Abacus Pre School - Bradley Stoke  
**Contact:** Jayne Baggott or Nicky Pontin [enquiries@abacuspreschool.co.uk](mailto:enquiries@abacuspreschool.co.uk)  
**Tel 07718 974235**

**Vacancy:** Qualified Pre School Assistant – Mangotsfield - Level 3 or above  
We are looking for an enthusiastic individual who has a passion for delivering the curriculum in a fun, warm and caring environment and the ability to work well within a small team. You will be a key worker so therefore must have sound knowledge of the EYFS and experience of working with children aged 2-4 yr olds.

**Hours:** Tues, Weds, Thurs 8.30 am - 12.30 pm with the view to increasing throughout the term

**Rate of Pay:** Available on application

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**Organisation:** Abacus Pre School - Filton Hill  
**Contact:** Jayne Baggott or Nicky Pontin [enquiries@abacuspreschool.co.uk](mailto:enquiries@abacuspreschool.co.uk)  
**Tel** 07718 974235

**Vacancy:** Qualified Pre School Manager - Level 3 or above  
We are looking for an enthusiastic individual who has a passion for delivering the curriculum in a fun, warm and caring environment and the ability to lead and develop a team. Sound knowledge of the EYFS, safeguarding and current legislation is essential. Good communication skills at all levels is also essential. We require applicants only to apply if they have had a minimum of 2 years' experience as a qualified practitioner and had previous experience as a Manager or Deputy Manager in a setting. You will have full responsibility of the day to day running of the Pre School, including safeguarding, health and safety, handling fees and staff development. You will also key work a group of children and be hands on in the setting.

**Hours:** 30 hours a week - Mon to Fri - term time only  
**Rate of Pay:** Available on application

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**Organisation:** BrightSparks@Stanbridge  
**Contact:** Anna White/Linda Northcott  
07739389704 - brightsparks.stanbridge@hotmail.com  
**Vacancy:** Qualified level 3 Pre School Practitioner  
**Hours:** Mon 8.30 am - 3.30 pm, Tues 8.45 am - 12.30 pm, Wed 8.45 am – 12 noon,  
Fri 8.45 am - 3.30 pm  
**Rate of Pay:** £7.50-£8.28, based on age and experience  
**Closing Date:** Monday 14<sup>th</sup> August 2017  
**Interview Date:** Wednesday 16<sup>th</sup> August 2017

**Organisation:** Crossways Pre-School - Mangotsfield  
**Contact:** Sarah Bennett/Teresa Messenger  
0117 9573923 – info@crosswayspreschool.com  
**Vacancy:** Qualified NVQ Level 3 or equivalent Practitioner – We are looking for an experienced practitioner to join our well established pre-school of 20 years, working with children 2-4 years within a small friendly team. Applicants must have recent experience with the EYFS to include, learning journals and key persons groups.  
**Hours:** Mon, Tues, Thurs & Fri 9.15 am – 3.00 pm - Term Time Only  
**Rate of Pay:** £8.15 per hour

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**Organisation:** First Step Pre-School - Thornbury  
**Contact:** Liz Jones (Committee Chair) – 07736 870687 – [chair@firststeppreschool.co.uk](mailto:chair@firststeppreschool.co.uk)  
**Vacancy:** Pre-School Leader/Manager  
We are looking for an experienced, enthusiastic professional to lead our successful team. This is a hands on leadership role, requiring the effective management of a 6 strong team, the day to day running of the preschool as well as acting as a designated key person to several children. We are a "Parent-Managed" preschool so you will report direct to the Committee Chair. Minimum requirements of NVQ Level 3 and two years' experience of a childcare setting. Management experience preferred but we will provide training to get the right person.  
**Hours:** 8.30 am – 3.30 pm – Mon-Fri – Term Time Only  
**Rate of Pay:** £Neg. depending on experience and qualifications  
**Closing Date:** 12<sup>th</sup> September 2017  
**Interview Date:** By arrangement

**Organisation:** Little Explorers Pre-school  
**Contact:** Helen Moorefield – 07854655978 – [littleexplorersch@gmail.com](mailto:littleexplorersch@gmail.com)  
**Vacancy:** Apprentice  
**Hours:** 8.30 am – 3.00 pm  
**Rate of Pay:** Minimum wage  
**Closing Date:** 18<sup>th</sup> August 2017

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**Organisation:** Little Explorers Pre-school  
**Contact:** Helen Moorefield – 07854655978 – [littleexplorersch@gmail.com](mailto:littleexplorersch@gmail.com)  
**Vacancy:** Level 3 Early Years Educator  
**Hours:** 8.30 am – 3.00 pm Monday – Friday - days to be discussed  
**Rate of Pay:** Minimum wage  
**Closing Date:** 18<sup>th</sup> August 2017

**Organisation:** Little Rainbows Pre-School C.I.C c/o Callicroft Primary School, Patchway  
**Contact:** Coralie Selway (Manager/Director) – 07796 076253  
**Vacancy:** Qualified Early Years Practitioner with a least 2 years' experience. Must hold minimum level 3 in Early Years. First Aid and Child Protection advantageous. To work with children aged 2-5 years. To assist with the planning of the curriculum. To help set up the playroom for the daily programme and to help tidy away, during and at the end of the session. To act as a keyworker to a small group of children, liaising closely with parents/carers and ensuring each child's needs are recognised and met. To advise the pre-school leader of any concerns e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary. To teach children, offering an appropriate level of support and stimulation. To attend staff meetings. To attend in-service training courses and meetings as required. To keep completely confidential any information regarding the children, their families or other staff which is acquired as part of the job. To undertake any other reasonable duties as directed by the Pre-School Leader, in accordance with the pre-school's business plan/objectives.  
**Hours:** 8.45 am – 3.00 pm – Mon-Fri – Term time only (38 weeks a year)  
**Rate of Pay:** Dependent on age and experience - £10,824 pa hourly rate of £8.50  
**Closing Date:** 15<sup>th</sup> September 2017

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**Organisation:** Page Park Pre-School  
**Contact:** Clare Haughton - 07960979062  
**Vacancy:** Deputy Manager  
Minimum requirements level 4 or above. The successful candidate must be able to demonstrate good leadership skills and effective communication. Experience in leadership and management is desirable for this position. The right candidate must have ambition, drive and be willing to take on further training (if needed). Previous experiences of working with 2, 3 and 4 year olds. The role includes SENCO and child protection duties. Experience of writing SEN plans and EHCP will be an advantage.  
**Hours:** Tues and Thurs 8.30 am - 3.30 pm - Wed and Fri 7.30 am - 3.30 pm (Term Time Only)  
**Rate of Pay:** £Neg. depending on experience and qualifications  
**Closing Date:** 20<sup>th</sup> August 2017

**Organisation:** Phase Five Pre-School - Yate  
**Contact:** Kay Reade - Pre-School Manager  
01454 311459/07583 139451 or [phaseplaygroup@btinternet.com](mailto:phaseplaygroup@btinternet.com)  
**Vacancy:** Level 3 Room Team Leader, NVQ Level 3 or Equiv.  
We are looking for an experienced practitioner to join a busy Pre-School in Yate as a Room Team Leader, to manage a small team of practitioners, alongside the Management Team. Working with children aged 2, 3 and 4 years, ensuring all ratios and welfare requirements are met, as well as the children's needs, to act as a mentor for junior staff members. Must have recent relevant working experience with the EYFS, to include; learning diaries, the key worker system.

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**Hours:** Term time only Monday - Friday 8.15am - 4.00pm  
**Rate of Pay:** £Neg. - depending on experience and qualifications  
**Closing Date:** 29<sup>th</sup> Sept 2017; 12 noon  
**Interview:** To include an interview with a scenario and an observation of the applicant with the Pre-School Children

**Organisation:** Trinity Pre-school Bradley Stoke  
**Contact:** Rachel Troth (Pre-school Manager) – [trinitypreschoolbstoke@gmail.com](mailto:trinitypreschoolbstoke@gmail.com) - 07592 856640

**Vacancy:** Pre-school Assistant – Level 2 qualified (may consider unqualified if willing to undertake level 2/3 training) – Must have some recent experience working with Pre-School age children

**Hours:** Mon–Fri (term-time only) 8.30 am-12.30 pm. Occasional breakfast club cover for school age children from 8.00 am-8.30 am. Flexibility to cover staff absences and courses until 3.15 pm if required

**Rate of Pay:** £Neg. depending on experience and qualifications

**Closing Date:** Friday 18<sup>th</sup> August 2017

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**Page 10 of 23 ✂----- Cut off date to advertise in the next bulletin is 5<sup>th</sup> September 2017 by 10.00 am -----**

## Nurseries

Could there be an opportunity within your business to employ an apprentice?  
Opportunities are needed in Childcare, Business Administration, Health and Social Care, Team Leading and many more.  
If you want to find out about recruiting an apprentice contact Elaine Eldridge on 01454 865884 or 07786 380032 or email  
[elaine.eldridge@southglos.gov.uk](mailto:elaine.eldridge@southglos.gov.uk)

**Organisation:** Bright Horizons - Woodpeckers Nursery  
**Contact:** Emma Harris or Claire Saunders  
01179694300 - [woodpeckers@brighthorizons.com](mailto:woodpeckers@brighthorizons.com)  
**Vacancy:** Qualified Nursery Nurse Level 2 or 3  
Your role as a Nursery Nurse will include:  
Being a key person carrying out all related responsibilities in building relationships with a small group of children and their families according to the EYFS. Promoting positive relationships with parents, children and colleagues. Ensuring health, safety and wellbeing of the children at all times.  
**Hours:** 16-40 hours a week  
**Rate of Pay:** £Neg.  
**Closing Date:** 30<sup>th</sup> September 2017  
**Interview Date:** Flexible

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**Organisation:** Bright Horizons - Woodpeckers Nursery  
**Contact:** Emma Harris or Claire Saunders  
01179694300 - [woodpeckers@brighthorizons.com](mailto:woodpeckers@brighthorizons.com)  
**Vacancy:** Room Leader Level 3 Qualified or above  
Your role as a Room Leader will include:  
Overseeing the smooth running and high quality early years practice within the room.  
Being a key person carrying out all related responsibilities in building relationships with a small group of children and their families according to the EYFS. Promoting positive relationships with parents, children and colleagues. Ensuring health, safety and wellbeing of the children at all times.  
**Hours:** 40 hours a week  
**Rate of Pay:** £Neg.  
**Closing Date:** 30<sup>th</sup> September 2017  
**Interview Date:** Flexible

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**Organisation:** Bright Horizons - Woodpeckers Nursery  
**Contact:** Emma Harris or Claire Saunders  
01179694300 - [woodpeckers@brighthorizons.com](mailto:woodpeckers@brighthorizons.com)

**Vacancy:** Senior Nursery Nurse Level 3 Qualified or above  
Your role will include:  
Overseeing the smooth running and high quality early years practice within the room.  
Being a key person carrying out all related responsibilities in building relationships with a small group of children and their families according to the EYFS. Promoting positive relationships with parents, children and colleagues. Ensuring health, safety and wellbeing of the children at all times.

**Hours:** 40 hours a week  
**Rate of Pay:** £Neg.  
**Closing Date:** 30<sup>th</sup> September 2017  
**Interview Date:** Flexible

**Organisation:** Caerleon Child Care  
**Contact:** 01179798980 - [rachel@caerleonbristol.co.uk](mailto:rachel@caerleonbristol.co.uk)  
**Vacancy:** Nursery Practitioner  
**Hours:** Full time  
**Rate of Pay:** Salary on application  
**Closing Date:** 8<sup>th</sup> August 2017  
**Interview Date:** 8<sup>th</sup> August 2017

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**Organisation:** Little Acorns – Frampton Cotterell  
**Contact:** Sally Roche - [sally.roche@littleacornsnurseries.com](mailto:sally.roche@littleacornsnurseries.com) - 01179 326484  
**Vacancy:** Qualified Practitioner – We currently have a vacancy for a Qualified Practitioner. Applicants should have prior experience of working with toddlers within nursery settings and hold a full and relevant Level 3 or above.  
**Hours:** 38-40 per week working on a rota system Mon-Fri between 7.30 am & 6.00 pm  
**Rate of Pay:** £Neg. depending on experience

**Organisation:** Little Acorns - Lockleaze  
**Contact:** Sally Roche - [sally.roche@littleacornsnurseries.com](mailto:sally.roche@littleacornsnurseries.com) - 01179 326484  
**Vacancy:** Baby Room Senior – We currently have a vacancy for a Baby Room Senior. Applicants should have prior experience of working with Babies within nursery settings and hold a full and relevant Level 3 or above.  
**Hours:** 38-40 per week working on a rota system Mon-Fri between 7.30 am & 6.00 pm  
**Rate of Pay:** £Neg. depending on experience

**Organisation:** Little Acorns – South Gloucestershire  
**Contact:** Sally Roche - [sally.roche@littleacornsnurseries.com](mailto:sally.roche@littleacornsnurseries.com) - 01179 326484  
**Vacancy:** Various Nursery Bank Positions – We currently have several vacancies as Bank Staff. Applicants should have prior experience of working with children under 5 within nursery settings and hold a full and relevant Level 3 or above.  
**Hours:** 38-40 per week working on a rota system – Mon-Fri between 7.30 am & 6.00 pm  
**Rate of Pay:** £Neg. depending on experience

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**Organisation:** Little Acorns – Thornbury  
**Contact:** Sally Roche - [sally.roche@littleacornsnurseries.com](mailto:sally.roche@littleacornsnurseries.com) - 01179 326484  
**Vacancy:** Qualified Practitioner Level 3 – We currently have a vacancy for a Qualified Practitioner. Applicants should have prior experience of working with toddlers within nursery settings and hold a full and relevant Level 3 or above.  
**Hours:** 38-40 per week working on a rota system Mon-Fri between 7.30 am & 6.00 pm  
**Rate of Pay:** £Neg. depending on experience

**Organisation:** Little Acorns – Yate, Sundridge  
**Contact:** Sally Roche - [sally.roche@littleacornsnurseries.com](mailto:sally.roche@littleacornsnurseries.com) - 01179 326484  
**Vacancy:** Maternity cover for Toddler Room Senior – We currently have a vacancy for a Toddler Room Senior. Applicants should have prior experience of working with toddlers within nursery settings and hold a full and relevant Level 3 or above.  
**Hours:** 38-40 per week working on a rota system Mon-Fri between 7.30 am & 6.00 pm  
**Rate of Pay:** £Neg. depending on experience

**Organisation:** Little Acorns – Yate, The Ridge  
**Contact:** Sally Roche - [sally.roche@littleacornsnurseries.com](mailto:sally.roche@littleacornsnurseries.com) - 01179 326484  
**Vacancy:** Baby Room Senior – We currently have a vacancy for a Baby Room Senior. Applicants should have prior experience of working with the Babies within nursery settings and hold a full and relevant Level 3 or above.  
**Hours:** 38-40 per week working on a rota system Mon-Fri between 7.30 am & 6.00 pm  
**Rate of Pay:** £Neg. depending on experience

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**Organisation:** Little Oaks Day Nursery and Pre-School Kingswood  
**Contact:** Leanne Newman or Abigail Cox  
**Vacancy:** We have a vacancy for an experienced level 3 practitioner to work in our busy, creative and caring setting. Applicant will be working with under 3's, helping them to learn, develop and thrive through play experiences.  
**Hours:** 30-40 hours per week on a rota basis between 7.30 am – 6.00 pm  
**Rate of Pay:** To be agreed  
**Closing Date:** 7<sup>th</sup> August 2017  
**Interview Date:** 14<sup>th</sup> August 2017

**Organisation:** Natural Choice Nurseries- Alveston  
**Contact:** Fran Harris - 01454 419419 - [fran.harris@ncnltd.co.uk](mailto:fran.harris@ncnltd.co.uk)  
**Vacancy:** Qualified/unqualified nursery practitioner to work in our 2-5's unit  
**Hours:** 40 hours between 8.00 am - 6.00 pm  
**Rate of Pay:** £Neg. depending on experience and qualifications

**Organisation:** Overndale Nursery  
**Contact:** Nik - 01454 310332 - [info@overndalenursery.co.uk](mailto:info@overndalenursery.co.uk)  
**Vacancy:** Apprentice to train on site  
**Hours:** 30 hours per week  
**Rate of Pay:** £3.50 per hr

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**Organisation:** Overndale Nursery  
**Contact:** Nik - 01454 310332 - [info@overndalenursery.co.uk](mailto:info@overndalenursery.co.uk)  
**Vacancy:** Level 3 qualified practitioner to work with babies / toddlers  
**Hours:** 35+ per week  
**Rate of Pay:** £Neg.

**Organisation:** Pooh Corner Day Nursery, Winterbourne Down  
**Contact:** Emma or Claire. M - 01454857529 - [poohcornerdaynursery@outlook.com](mailto:poohcornerdaynursery@outlook.com)  
**Vacancy:** Experienced Manager required for Maternity Cover – Minimum qualification Level 3 in Childcare, with at least 2 years managerial experience in a childcare setting. The successful candidate will be expected to take on all office based duties, alongside working directly with the children as a key person.  
**Hours:** TBC – Operating hours are 7.45am & 6.00pm, Monday to Friday  
**Rate of Pay:** £Neg. depending on experience and qualifications  
**Closing Date:** 25<sup>th</sup> August 2017  
**Interview Date:** W/C- 4<sup>th</sup> September 2017

**Organisation:** Pumpkins Nursery (Tormarton GL9 1HU) – only 10 mins from Yate  
**Contact:** Amanda Wallis [enquiries@pumpkinsnursery.co.uk](mailto:enquiries@pumpkinsnursery.co.uk) or phone: 01454 218747  
**Vacancy:** Level 3 Early Years Practitioner  
We are looking for an experienced, enthusiastic professional to join our successful team. You must have good knowledge of the EYFS and experience as a key worker.

All appointments advertised in this bulletin are subject to satisfactory enhanced DBS checks and safer recruitment in-line with statutory EYFS requirements

In return we offer a friendly, supportive working environment and an attractive salary package

**Hours:** 30-40 hours per week Mon - Fri between the hours of 8.00 am – 6.00 pm  
**Rate of Pay:** Competitive rate of pay dependent upon experience  
**Interview Date:** By arrangement

**Organisation:** **Silverhill School & Day Nursery**

**Contact:** **m.lumbard@silverhillschool.co.uk**

**Vacancy:** We are looking for an enthusiastic and motivated level 3 or above practitioner to join our Early Years team. The candidate must have experience of working with children. An understanding of Child Protection and Safeguarding. All jobs are subject to clear DBS and satisfactory references.

**Hours:** 30- 40 hours per week  
**Rate of Pay:** £Neg. depending on experience  
**Closing Date:** Early August 2017  
**Interview Date:** August/September 2017

**All appointments advertised in this bulletin are subject to satisfactory enhanced DBS checks and safer recruitment in-line with statutory EYFS requirements**

## Miscellaneous

**Organisation:** Little Acorns – Frampton Cotterell  
**Contact:** Sally Roche – 01179 326484 - [sally.roche@littleacornsnurseries.com](mailto:sally.roche@littleacornsnurseries.com)  
**Vacancy:** Housekeeper – We currently have a vacancy for a Housekeeper. Applicants should have knowledge of working within a small kitchen and basic food preparation. Applicants will be required to complete a Level 2 Food Safety course.  
**Hours:** To be confirmed  
**Rate of Pay:** £Neg. depending on experience

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✂----- Cut off date to advertise in the next bulletin is 5<sup>th</sup> September 2017 by 10.00 am ----- Page 19 of 23

**Organisation:** KIDS, South West - South Gloucestershire  
**Contact:** Visit our website [www.directshortbreaks.org.uk](http://www.directshortbreaks.org.uk) ,  
**Vacancy:** **Short Breaks Support Worker**  
**Hours:** Various part time hours are available with a minimum of 3 hours a week. Hours to suit you - generally weekday evenings/ weekends and school holidays  
Click on 'be a short break worker' and apply on line.  
**Pay:** £9.10 per hour (which includes 12.07% holiday pay)

KIDS are looking for a number of Short Breaks Support Workers to support disabled children and young people to access activities within their local community and support them and their families at home. Workers spend 3-6 hours per session with a child, working mainly evenings, weekends and school holidays in South Gloucestershire. We require a minimum commitment of 3 hours per week and need car owners.

So if you have some experience of supporting disabled people, are flexible and enthusiastic and would like the opportunity to support disabled children and young people to become more independent and enjoy new opportunities, we would like to hear from you.

If you are interested in this position please complete an on-line application which is found on our website- [www.directshortbreaks.org.uk](http://www.directshortbreaks.org.uk) , click on- be a short break worker and apply now. For a job description look at our website – [www.kids.org.uk/jobs](http://www.kids.org.uk/jobs) South West - Short Break Support Worker.

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I am looking for a fun and enthusiastic person to spend time with my seven-year-old son who has autism and pathological demand avoidance. He enjoys going to the cinema, bowling, Costa Coffee, bus rides, being driven around, riding his bike and generally going out and about having fun.

Hours may also include working alongside the child at a local disability charity in Thornbury. The child can have challenging behaviour and demand avoidance so a willingness to work within these behaviours will be needed.

Opportunity to extend hours during the school holidays. Will also include two evening a month in the family home 7pm to 10pm caring for our child with additional needs and his 6-year-old sibling and 14 month old baby. The role is to start immediately and will continue throughout school and university holidays.

**Skills and Experience:**

Experience of working with children that have additional needs would be preferred, especially Autism and Pathological Demand Avoidance or a willingness to learn appropriate strategies for demand avoidance.

You will need your own transport. Transport costs are not reimbursed.

A DBS check will need to be completed by the agency we use to employ you.

**Location:** Rudgeway near Thornbury, Bristol

**Salary** - £9.00 per hour

**Duration/Hours** – Permanent, hours will vary but generally include two weekdays from 3.30pm to 6pm and Saturdays from 1pm to 5pm with longer days during school holidays.

**Please email [jenniferprewett@gmail.com](mailto:jenniferprewett@gmail.com) with your CV and a covering email**

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## South Gloucestershire Council Early Years Team

# Business Development Team Surgery Support

The Early Years Business Development Team will be offering advice, information and guidance to early years practitioners in the form of surgeries.

## Surgeries

### What is a surgery?

Surgeries provide Early Years Practitioners with an opportunity to meet with a member of the Early Years Business Development Team. All appointments are for a maximum of one hour at a time.

### What can I discuss at a surgery?

- Recruitment
  - Vacancies – advertising
  - Recruitment process
  - Performance management including disciplinary
  - DBS clinic
- Business support
  - Cashflow
  - Sustainability
  - Expansion
  - Structure – changing to CIO or CIC
  - Setting up new provision
  - NEF queries
- VLE

### How do I book an appointment?

- To book a surgery please email [earlyyears@southglos.gov.uk](mailto:earlyyears@southglos.gov.uk) or telephone 01454 863355. Please be as specific as possible with what you would like to discuss to enable the Early Years Business Development Team to fully prepare for your surgery.

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- Surgeries are available at various times and venues, please e-mail for more details.

## August Notes

**A reminder to all settings that if you advertise a cut-off date on your advert, you must adhere to that date**

Month to Advertise	Cut-Off Date by 10.00 am
September	5 <sup>th</sup> September
October	25 <sup>th</sup> September
November	16 <sup>th</sup> October
December	27 <sup>th</sup> November
January 2018	2 <sup>nd</sup> January 2018

**Complete the form on the VLE to register your vacancy**

**CONTACT Anna Bull – 01454 868674 or [anna.bull@southglos.gov.uk](mailto:anna.bull@southglos.gov.uk)**