

East Sussex

# Childcare Jobs and Volunteer Opportunities List



4th May 2012

Standards and Learning Effectiveness Service  
St Marks House, 14 Upperton Road, Eastbourne, East Sussex, BN21 1EP  
Childcare Support Helpline: 01323 463026  
Email: [childcare.support@eastsussex.gov.uk](mailto:childcare.support@eastsussex.gov.uk)



Jobcentre Plus is part of the Department for Work and Pensions. They aim to help more people into paid work, help employers fill their vacancies, and give people of working age the help and support they are entitled to if they cannot work.

## **SERVICES FOR JOBSEEKERS**

### **Job Search**

Visit your local Jobcentre plus office, call 0845 6060 234 or textphone 0845 6055 255 (lines open 8am to 6pm Monday to Friday, 9am – 1pm Saturday) or visit the direct.gov Find a Job section which provides advice and guidance on how to look for work and support available:

[http://www.direct.gov.uk/en/Employment/Jobseekers/LookingForWork/DG\\_10030134?PRO=hp&CRE=Jobsim age](http://www.direct.gov.uk/en/Employment/Jobseekers/LookingForWork/DG_10030134?PRO=hp&CRE=Jobsim age)

### **Access to Work**

Access to Work can help you if your health or disability affects the way you do your job. Access to Work might pay towards the equipment you need at work, adapting premises to meet your needs, or a support worker. It can also pay towards the cost of getting to work if you can't use trains or buses, and for a communicator at job interviews, if you need one.

[http://www.direct.gov.uk/en/DisabledPeople/Employmentsupport/WorkSchemesAndProgrammes/DG\\_4000347](http://www.direct.gov.uk/en/DisabledPeople/Employmentsupport/WorkSchemesAndProgrammes/DG_4000347)

### **Job Grant**

If you have been claiming Employment Support Allowance, Incapacity Benefit, Income Support, Jobseeker's Allowance or Severe Disablement Allowance continuously for more than 6 months and are starting work of more than 16 hours per week, you may get a Job Grant.

[http://www.direct.gov.uk/en/MoneyTaxAndBenefits/BenefitsTaxCreditsAndOtherSupport/Employedorlookingforwork/DG\\_10018789](http://www.direct.gov.uk/en/MoneyTaxAndBenefits/BenefitsTaxCreditsAndOtherSupport/Employedorlookingforwork/DG_10018789)

### **Travel to Interview Scheme**

Jobcentre Plus may be able to help you pay to get to your job interview.

[http://www.direct.gov.uk/en/Employment/Jobseekers/programmesandservices/DG\\_173631](http://www.direct.gov.uk/en/Employment/Jobseekers/programmesandservices/DG_173631)

### **Work Trials**

A work trial is a trial in an actual job vacancy with an employer. It is entirely voluntary. You will carry on getting your benefits while you're on the trial, so it's a risk-free way of finding out if a position is right for you. If your employer offers you a job at the end of your Work Trial period and you accept it, this does not mean that all financial help will end - you may be eligible for some in-work benefits and tax credits.

[http://www.direct.gov.uk/en/Employment/Jobseekers/programmesandservices/DG\\_173561](http://www.direct.gov.uk/en/Employment/Jobseekers/programmesandservices/DG_173561)

## **SERVICES FOR EMPLOYERS**

If you want to reach as many potential candidates as possible when you advertise a job, then why not take advantage of services available through Jobcentre Plus? Your vacancy will appear free of charge on their website in over 1500 Jobcentres throughout the UK.

### **Advertising a Vacancy**

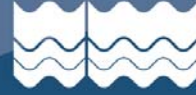
You can now create, view and update your jobs yourself through Employer Direct online. To find out more go to:

<http://www.businesslink.gov.uk/bdotg/action/detail?itemId=1084193797&type=PIP&furlname=advertiseajob&furlparam=advertiseajob&ref=&domain=www.businesslink.gov.uk>

Alternatively, you can contact us on 0845 601 2001. A textphone service is also available for people with speech or hearing impairments on 0845 601 2002.

**If you would like further information on any of the Jobcentre Plus services please visit**

**[www.direct.gov.uk](http://www.direct.gov.uk), call 0845 601 2001 or use the textphone service which is available for people with speech or hearing impairments on 0845 601 2002.**



# What do you love doing?

"I'm Rebecca, a Personnel Officer, and I love working with new people"

"I'm Bertie, an apprentice with the Highways Maintenance team, and I love engineering"

"I'm Jacqueline. I work in Occupational Therapy, and I love helping people be independent"

"I'm Justine, a Rights of Way Ranger, and I love being outdoors"

"I'm Philip, a Social Worker, and I love making a difference"

"I'm Michèle. I work in IT, and I love working with computers"



We are a high performing council with a wide range of potential careers to suit your interests.

Whatever your passion, log on to our website for details of our

current vacancies and see if you can turn what you love doing into your career.



Get a job doing what **you** love at [eastsussex.gov.uk/jobs!](http://eastsussex.gov.uk/jobs!)

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**Whilst every effort has been made to ensure the accuracy of the information provided, the Standards and Learning Effectiveness Service cannot accept responsibility or liability for any errors which may have occurred. It is therefore recommended that you always check details with providers to ensure the vacancy is accurately advertised. Furthermore the Standards and Learning Effectiveness Service cannot recommend or endorse any of the providers listed.**

## Childcare Jobs

<b>Vacancy</b>	<b>BABY UNIT SUPERVISOR, Badgers Nursery School</b>
<b>Setting Name</b>	Badgers Nursery School
<b>Setting Address</b>	CROCKSTEAD FARM, EASTBOURNE ROAD, HALLAND NR LEWES, EAST SUSSEX BN8 6PT
<b>Setting Type</b>	Nursery
<b>Contact Name</b>	Claire Dupoy
<b>Contact Position</b>	Owner
<b>Phone</b>	01825 841283
<b>Email</b>	badgersnursery@hotmail.com
<b>Overview of the setting</b>	24 places for 2- 5 year olds and 6 places for children aged 3months – 2 years . Converted barn with over 240 acres fields and woodlands.
<b>Position Details</b>	Due to expansion we need a full time baby unit supervisor for our new baby unit from June
<b>Qualifications</b>	Essential: Early Years Level 3
<b>Experience</b>	Essential: Baby unit experience ( 1 year minimum) , able to follow strict care plans. Preferred: First Aid (if not current willing to train immediately) .
<b>Weeks Per Year</b>	51
<b>Days and Hours of Work</b>	Happy to job share between 2 candidates. Nursery open from 8.00am – 5.30pm Monday to Friday . If only one position, hours will be approximately 35 per week.
<b>Hourly Rate / Salary</b>	To be agreed
<b>Further Details</b>	Due to expansion of our baby unit I require a Baby Unit Supervisor (will consider job share) hours TBC. Lovely countryside setting, great team, busy environment.
<b>How to Apply</b>	Please email for a job description and application form
<b>Closing Date</b>	07.06.2012
<b>Date of Interview</b>	ASAP
<b>This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b>	

<b>Vacancy</b>	<b>MANAGER, Badgers Nursery School</b>
<b>Setting Name</b>	Badgers Nursery School
<b>Setting Address</b>	CROCKSTEAD FARM, EASTBOURNE ROAD, HALLAND NR LEWES, EAST SUSSEX BN8 6PT
<b>Setting Type</b>	Nursery
<b>Contact Name</b>	Claire Dupoy
<b>Contact Position</b>	Owner
<b>Phone</b>	01825 841283
<b>Email</b>	badgersnursery@hotmail.com
<b>Overview of the setting</b>	24 places for 2-5 year olds and 6 places for children aged 3months – 2 years . Converted barn, with over 240 acres fields and woodlands.
<b>Position Details</b>	Full time
<b>Qualifications</b>	Essential: Early Years Level 3
<b>Experience</b>	Essential: Managerial experience of busy nursery. Preferred: EYPS, but not essential as we are willing to help right person train.
<b>Weeks Per Year</b>	51
<b>Days and Hours of Work</b>	Monday to Friday, to be confirmed
<b>Hourly Rate / Salary</b>	To be agreed
<b>Further Details</b>	Manager required for busy established setting, good knowledge of EYFS required, ability to manage staff, talk to parents and plan day to day running of setting.
<b>How to Apply</b>	Please email or phone for an application form.
<b>Closing Date</b>	18.05.2012
<b>Date of Interview</b>	ASAP
<b>This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b>	

<b>Vacancy</b>	<b>CHILDCARE ASSISTANT FOR 1 TO 1 CARE, Five Ashes Pre-School</b>
<b>Setting Name</b>	Five Ashes Pre-School
<b>Setting Address</b>	Five Ashes Village Hall, Five Ashes
<b>Setting Type</b>	Pre-school
<b>Contact Name</b>	David Greenwood
<b>Contact Position</b>	Chair
<b>Phone</b>	01825 830011
<b>Email</b>	davidgreenwood982@gmail.com
<b>Overview of the setting</b>	The setting is based in a large village hall, with outdoor resources in the form of a play ground and large playing field. Registered to take up to 24 children from 2-5 years old..
<b>Position Details</b>	Part Time, Temporary
<b>Qualifications</b>	Essential: Early Years Level 3
<b>Experience</b>	Essential: Experience of supporting a child with special needs
<b>Weeks Per Year</b>	38
<b>Days and Hours of Work</b>	To be agreed
<b>Hourly Rate / Salary</b>	To be agreed
<b>How to Apply</b>	Telephone David Greenwood on 01825 830011 or email at davidgreenwood982@gmail.com
<b>Closing Date</b>	13.07.2012
<b>Date of Interview</b>	To Be Confirmed
<b>This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b>	

<b>Vacancy</b>	<b>RELIEF NURSERY ASSISTANT, Robin Hill Nursery</b>
<b>Setting Name</b>	Robin Hill Nursery
<b>Setting Address</b>	23 Fairfield Road, Eastbourne, East Sussex
<b>Setting Type</b>	Nursery
<b>Contact Name</b>	Kerry Derbyshire
<b>Contact Position</b>	Head of Nursery
<b>Phone</b>	01323 410326
<b>Email</b>	info@robinhillnursery.co.uk
<b>Overview of the setting</b>	Day care setting caring for children from 2-5 years, including an after school club for children up to the age of 12 years.
<b>Position Details</b>	Casual relief cover
<b>Qualifications</b>	Essential: Early Years Level 2. Preferred: Early Years Level 3
<b>Experience</b>	Essential: Must have experience of caring for children from the ages of 2-5 years. Suitable CRB check (completed prior to employment) 2 x relevant/appropriate references. Preferred: Experience of working in a nursery setting is preferable. Knowledge and understanding of the Early years Foundation Stage (EYFS) and planning for children is also desirable.
<b>Weeks Per Year</b>	51
<b>Days and Hours of Work</b>	As needed
<b>Hourly Rate / Salary</b>	£6.50 per hour
<b>Further Details</b>	THIS VACANCY IS FOR RELIEF WORK ONLY and hours cannot be guaranteed. Relief staff are responsible for covering holidays and sickness. Please note: this could involve covering a member of staff at short notice.
<b>How to Apply</b>	Please telephone the nursery for more information and an application pack.
<b>Closing Date</b>	18.06.2012
<b>Date of Interview</b>	To be arranged
<b>This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b>	

<b>Vacancy</b>	<b>CHILDCARE APPRENTICE, The Old School House Montessori Nursery</b>
<b>Setting Name</b>	The Old School House Montessori Nursery
<b>Setting Address</b>	De Montfort Road, Lewes. BN7 1SP
<b>Setting Type</b>	Nursery
<b>Contact Name</b>	Lindy Baldwin
<b>Contact Position</b>	Owner & Principle
<b>Phone</b>	07828 561047
<b>Email</b>	info@schoolhousenursery-lewes.com
<b>Overview of the setting</b>	The nursery is based in a purpose built old flint school house in the heart of Lewes. We are registered for up to 45 children and are open 8am - 6pm Monday to Friday. We accept children from 3 months and up to school age and have been graded by Ofsted as being outstanding in all 17 areas. We encourage learning outside as much as possible and have access to a small outdoor garden, playground and nature field
<b>Position Details</b>	Full time
<b>Qualifications</b>	None
<b>Experience</b>	Essential; We are looking for an apprentice who is committed to providing high quality childcare and is enthusiastic about working in our team, you must have good literacy and communication skills.
<b>Weeks Per Year</b>	51
<b>Days and Hours of Work</b>	40 Hours per week, Nursery open 8:00 - 6:00pm
<b>Hourly Rate / Salary</b>	£105.00 per week
<b>Further Details</b>	Please note a CRB check will be required before any appointment can be confirmed. Duties include preparing fun, educational indoor and outdoor activities, assisting at meal times and meeting the individual needs of each child.
<b>How to Apply</b>	Please send your CV via email or in the post
<b>Closing Date</b>	29.06.2012
<b>Date of Interview</b>	TBA
<b>This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b>	

<b>Vacancy</b>	<b>CHILDCARE PRACTITIONER, The Old School House Montessori Nursery</b>
<b>Setting Name</b>	The Old School House Montessori Nursery
<b>Setting Address</b>	De Montfort Road, Lewes. BN7 1SP
<b>Setting Type</b>	Nursery
<b>Contact Name</b>	Lindy Baldwin
<b>Contact Position</b>	Owner & Principle
<b>Phone</b>	07828 561047
<b>Email</b>	info@schoolhousenursery-lewes.com
<b>Overview of the setting</b>	The nursery is based in a purpose built old flint school house in the heart of Lewes. We are registered for up to 45 children and are open 8.00am – 6.00pm Monday to Friday. We accept children from 3 months and up to school age and have been graded by Ofsted as being outstanding in all 17 areas. We encourage learning outside as much as possible and have access to a small outdoor garden, playground and nature field
<b>Position Details</b>	Full time
<b>Qualifications</b>	Essential: Early Years Level 3
<b>Experience</b>	Essential: We require an experienced practitioner with at least 2 years experience. Good communication skills and excellent knowledge of the EYFS. Experience of being a Key Person and maintaining Learning Journeys. Preferred: Additional training including Current Food Hygiene & Paediatric First Aid Certificates.
<b>Weeks Per Year</b>	51
<b>Days and Hours of Work</b>	40 Hours per week, Nursery open 8:00 - 6:00pm
<b>Hourly Rate / Salary</b>	£13,000- £15,000 - Dependant on experience and qualification
<b>Further Details</b>	We are looking for an experienced nursery practitioner to work with our 2 - 4 year olds. The successful candidate will have a Level 3 childcare qualification, with current experience working with this age group. Other skills we require are good communication and organisational skills, a good knowledge of the Early Years Foundation Stage and the six areas of learning and a good understanding of health and safety and safeguarding children. The job will involve taking on a key person role, building good relationships with the children and families.
<b>How to Apply</b>	Please send your CV via email or in the post
<b>Closing Date</b>	29.06.2012
<b>Date of Interview</b>	TBA
<b>This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b>	

<b>Vacancy</b>	<b>DEPUTY MANAGER, The Old School House Montessori Nursery</b>
<b>Setting Name</b>	The Old School House Montessori Nursery
<b>Setting Address</b>	De Montfort Road, Lewes. BN7 1SP
<b>Setting Type</b>	Nursery
<b>Contact Name</b>	Lindy Baldwin
<b>Contact Position</b>	Owner & Principle
<b>Phone</b>	07828 561047
<b>Email</b>	info@schoolhousenursery-lewes.com
<b>Overview of the setting</b>	The nursery is based in a purpose built old flint school house in the heart of Lewes. We are registered for up to 45 children and are open 8.00am – 6.00pm Monday to Friday. We accept children from 3 months and up to school age and have been graded by Ofsted as being outstanding in all 17 areas. We encourage learning outside as much as possible and have access to a small outdoor garden, playground and nature field
<b>Position Details</b>	Full time
<b>Qualifications</b>	Essential: Early Years Level 3 Preferred: Early Years Level 4
<b>Experience</b>	Essential: At least 2 years management experience. Current Food and Hygiene & Paediatric First Aid Certificates. Preferred: We are looking for a qualified childcare practitioner to join our team. The successful candidate will have significant experience working with children in a nursery setting, have supervisory experience in a similar role, strong interpersonal skills, be a skillful communicator and recognise the importance of partnership with parents.
<b>Weeks Per Year</b>	51
<b>Days and Hours of Work</b>	40 Hours per week, Nursery open 8:00 - 6:00pm
<b>Hourly Rate / Salary</b>	£18,000 - £21,000 - Dependant on experience and qualifications
<b>Further Details</b>	We are looking for a Deputy Manager to join our team. Applicants must be qualified to a minimum of Level 3 (Level 4 desirable). Good knowledge and understanding of the EYFS is essential and previous experience of supervisory/deputy level is desirable. The deputy role will be to ensure the children's individual needs are met and to support the manager in the day to day running of the nursery. The deputy will lead by example and be a good role model for the team and also be expected to run the nursery in the manager's absence. The successful candidate will be based in the 2-5's age group and will also be the key person to a group of children. Key responsibilities include supervising and delegating a team of staff, managing training needs, carrying out day to day duties of the nursery and working within the Ofsted requirements and the EYFS.
<b>How to Apply</b>	Please send your CV via email or in the post
<b>Closing Date</b>	29.06.2012
<b>Date of Interview</b>	TBA
<b>This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b>	

<b>Vacancy</b>	<b>PRE-SCHOOL PRACTITIONER, Union Corner Pre-School</b>
<b>Setting Name</b>	Union Corner Pre-School
<b>Setting Address</b>	Union Corner Pre School, Union Corner Hall, Hawkes Road, Hailsham, BN27 1ND
<b>Setting Type</b>	Pre-school
<b>Contact Name</b>	Mrs Angela Duley
<b>Contact Position</b>	Chairperson
<b>Phone</b>	07719 654 336
<b>Email</b>	duley836@btinternet.com
<b>Overview of the setting</b>	Union Corner is a thriving Pre-School which has offered pre-school provision in Hailsham since 1982. The Pre-School is based in Union Corner Hall next door to Hawkes Farm Primary School. We have an outdoor play area and a wildlife area for the children. We are registered to take up to 24 children from 2.5 to 5 years.
<b>Position Details</b>	Part Time, Term Time
<b>Qualifications</b>	Essential: Early Years Level 2 Preferred: Early Years Level 3
<b>Experience</b>	Essential: Recent experience of working with children 2.5 to 5 years. Preferred: Experience of planning activities for children aged from 2.5 to 5 years. Good knowledge of EYFS and experience of being a key person, observing and maintaining Learning Journeys.
<b>Weeks Per Year</b>	38
<b>Days and Hours of Work</b>	To be agreed
<b>Hourly Rate / Salary</b>	To be agreed
<b>Further Details</b>	We are looking for someone to work as a member of our Pre-School team to ensure that all children attending the setting, aged 2.5 to 5 years, receive high quality care, are kept safe and receive stimulating play experiences which meet their individual needs.
<b>How to Apply</b>	Telephone Angela Duley (Chairperson) on 01323 849834 or 07719654336 for an application form and pack.
<b>Closing Date</b>	18.05.2012
<b>Date of Interview</b>	Wc 21.05.12
<b>This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b>	

## Recruitment Agencies

Recruitment Agencies advertise positions and recruit staff on behalf of childcare providers. Below are details of Childcare Recruitment Agencies within East Sussex. Please contact the recruitment agencies directly for details of current vacancies. The Standards and Learning Effectiveness Service cannot recommend or endorse any of the childcare recruitment agencies listed.

Vacancy	RECRUITMENT AGENCY
<b>Agency Name</b>	Hove Education recruitment
<b>Contact Name</b>	Monique Clark
<b>Contact Position</b>	Consultant
<b>Telephone Number</b>	01273 736823
<b>Email</b>	info@hoveeducationrecruitment.co.uk
<b>Website</b>	www.hoveeducationrecruitment.co.uk
<b>Agency information</b>	Hove Education Recruitment supply Level 2 Nursery Teachers through to Level 6 Nursery Teachers on a permanent and daily basis in Brighton and Hove. If you are between jobs and need extra work or looking for a permanent position we would love to help you find that perfect job. We also have babysitting jobs available.
<b>Positions available</b>	Full Time, Part Time, Term Time, Bank/Casual, Temporary, Permanent & Voluntary
<b>Hourly rates available</b>	Supply £7.40 - £8.30 per hour. Permanent positions depend on level and experience.
<b>Required Qualifications</b>	Level 1,2 and 3 in either Early Years or Playwork.
<b>Required Experience</b>	Minimum at least 6 months childcare experience with a Level 2 childcare qualification. First aid certificate and enhanced CRB essential.
<b>How To Apply</b>	Please visit our website <a href="http://www.hoveeducationrecruitment.co.uk">www.hoveeducationrecruitment.co.uk</a> to fill in an online application or call Monique on 01273 736823 for more information.
<b>This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all applicants to share this commitment.</b>	

Vacancy	RECRUITMENT AGENCY
<b>Agency Name</b>	Tigerlily Childcare Sussex Nurseries Ltd
<b>Contact Name</b>	Samantha Howard
<b>Contact Position</b>	Recruitment Consultant
<b>Telephone Number</b>	01273 565974 / 07966 450084
<b>Email</b>	sam@tigerlilychildcare.co.uk
<b>Website</b>	www.tigerlilychildcare.co.uk
<b>Agency information</b>	Tigerlily Childcare is one of the largest Childcare Recruitment Agencies in the UK. The Sussex Nursery Division specialises in supplying Qualified Nursery Staff to Nurseries and Pre Schools. For more information on current vacancies please call Sam on 01273 565974.
<b>Positions available</b>	Full Time, Part Time, Term Time, Bank/Casual, Temporary, Permanent
<b>Hourly rates available</b>	£7+ per hour
<b>Required Qualifications</b>	Level 3 early years qualification
<b>Required Experience</b>	Whether you are newly qualified or have many years nursery experience we have suitable vacancies for you.
<b>How To Apply</b>	Please complete our registration form online at: <a href="http://www.tigerlilychildcare.co.uk">www.tigerlilychildcare.co.uk</a>
<b>This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all applicants to share this commitment.</b>	

Vacancy	RECRUITMENT AGENCY
<b>Agency Name</b>	Tinies Childcare
<b>Contact Name</b>	Lucy Davis or Amie Steed
<b>Contact Position</b>	Recruitment Consultants
<b>Telephone Number</b>	01273 557671
<b>Email</b>	brighton@tinies.com
<b>Website</b>	www.tinies.com
<b>Agency information</b>	Tinies Brighton & Sussex nanny agency's services include Nannies & Mother's Helps, Nursery Nurses, Maternity Nannies & Babysitters, Emergency, Temporary and Permanent Childcare Cover. We only register childcarers who have a childcare qualification and/or at least 2 years recent childcare work experience that can be verbally referenced.
<b>Positions available</b>	Full Time, Part Time, Term Time, Bank/Casual, Temporary, Permanent
<b>Hourly rates available</b>	£6.50 - £10 per hour
<b>Required Qualifications</b>	Level 2, 3, 4, 5 and 6 early years or playwork qualifications
<b>Required Experience</b>	If you do not have a childcare qualification, you will need to have 2 years childcare work experience
<b>How To Apply</b>	Please go to the Tinies website and fill out a candidate form.
<b>This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all applicants to share this commitment.</b>	