



About me

Name: Jessica Jane Williams
D.O.B: 11th September 1997
Email: jess@jessicajanewilliams.co.uk
Mobile: 07971991601

Please feel free to take a look at my website: www.JessicaJaneWilliams.co.uk

Introduction

My name is Jessica Williams and I am 21 years old. I consider myself to be a bright, articulate and well-presented individual, who likes interacting with a wide range of people. I am currently looking for work in the evenings during weekdays when I am not attending College - and also at weekends. I feel I am ideally suited to working with people rather than office work. I am outgoing and always keen to learn new a new skill whenever the opportunity arises. I am now at Norland College training to become a Norland Nanny which is something that I am very passionate about as I love children.

Education Summary

2002 – 2006: Farnham Common Infant School
2006 – 2009: Farnham Common Junior School
2009 – 2014: The Beaconsfield School
2014 – 2015: The Amersham College
2015 – 2016: work experience at The Marlow Club
2016 – 2018: The Henley College
2018 – now: Norland College

Qualifications

I achieved 9 GCSE's whilst in secondary school;

- Mathematics
- English language
- English literature
- Core science
- Additional science
- D&T textiles technology
- Spanish
- Media studies
- Business studies

After studying at Amersham, I received my VTCT diploma in hair and media makeup.



I then decided to study Children's Play, Learning and Development at Henley College – where I achieved my Level 3 qualification. During my time at Henley College, I attended several placements covering 0-2 years, 2-4 years, 4-8 years and SEN.

In July, I completed my level 3 in Children's Play, Learning and Development at Henley College, during my time at Henley College, I attended several placements at various local childcare settings. At one placement – a local nursery – I received training where it became apparent just how vital teamwork is to ensure both the safety and welfare of the 0-2-year-old age group. The skillset attained during this placement included promoting development through engagement and play – as well as nappy changing techniques and food preparation. I also had the opportunity to undergo FGM and prevent training, which I found very interesting.

I am also First Aid trained after doing a Paediatric Emergency First Aid course.

Employment

I initially had a Saturday job at the hairdressers 'Albemarle' in Beaconsfield for around 6 months when I was 16 years old, and then moved on to another hairdressers 'Brox' in Gerrards Cross where I remained for over 12 months. During this time I gained experience in; shampooing client's hair, colouring hair, interacting with customers, answering the telephone, making appointments, making tea and coffee for the clients and cleaning the salon.

I then went on to work full time at The Marlow Club when I turned 18, which was where I found my passion for children and wanting to excel further in childcare. I worked there Monday to Friday 9:00am – 11:30am, with 3 age groups; 0-12 months, 12-24 months and 2-5 years. The ratio of crèche assistants to children was 1:3. There are usually 4 assistants working, meaning we could have up to 12 children at a time. Whilst working there, I had the daily tasks of nappy changing/taking them to the toilet, giving them snacks at snack time, ensuring they are all happy, teaching them to share toys with other children, encouraging them to also play with other children and educating them through play. I thoroughly enjoyed working there for a year and spent a lot of time learning vital skills, ensuring the health and safety of all the children, teaching them the importance of sharing as well as ensuring their personal care and safety. By listening to the staff members and learning these skills, I built up a very good working relationship with the people at the creche where I felt I fitted in well.

Over the last 3 years, I have done a lot of babysitting – and have a genuine love for my job and the families that I work with. The many testimonials received from my clients, coupled with referrals to their friends and families – indicates that my clients do indeed value what I do and trust me with their children. I aim to be professional at all times and give confidence to the parents that their children are in safe hands – as well as ensuring that the children have fun and always feel at ease. I currently babysit for 10 families catering for children between the ages of 2-10. This entails giving up a lot of my spare time and social hours which does not phase me – as I am totally dedicated towards achieving my goals in childcare. I would consider my work with one of the families to be almost a full nanny role, as I would visit them throughout the weekdays helping with morning/evening routines and school runs. I have also spent a lot of time caring for a young boy with Asperger's (see reference from his mother Emma Ramsdale). It was this that showed me the importance of learning about diversity in childcare and showed me that in time I could make a difference as I am told I have good nurturing skills.



Volunteer experience / community involvement

In my early years, I attended Rainbows and then progressed through to Brownies. I later decided to join Cubs and move up to Scouts which I really enjoyed.

As well as experiencing a lot of new activities with them, we were also encouraged to do community work in our local area. For example, we went to our local old people's home and made a full Sunday lunch for them and then sat and talked with them for a few hours which they seemed to enjoy.

I also did voluntary work out in Borneo (see below)

Borneo 2014

In my final year of school, we had the opportunity to sign up for a month's expedition to Borneo, to experience a totally different culture to that which I am used to, and to get involved in various community projects at the same time. This involved each of us raising £4500 to go on the expedition. We achieved this by various methods including bag packing in supermarkets at weekends, washing cars and running evening events to achieve this target. We also organised and ran two very successful events - a barn dance and a Ferret racing evening to raise the funds. During our visit to Borneo; we were taught how to survive in the jungle, we climbed the highest mountain in Asia - Mount Kinabalu at 14,000 feet (2 days and 1 night), we worked in the Sun Bear Sanctuary building board walks, and we also worked in the local villages where we painted buildings and helped the less fortunate than ourselves



From: Anneke Marais <maraisanneke@gmail.com>

Date: 2 October 2016 at 8:50:05 am BST

To: j3sswilliams@gmail.com

Reference for: Ms Jessica Williams, 12 Heatherside Gardens, Farnham Common,
Buckinghamshire, SL2 3RR

To whom it may concern:

I have used Ms Williams on several occasions to babysit my 5 year old son and 2.5 year old daughter over the past year. Her duties included helping with the evening routine and putting the children to bed as well as helping to get my daughter back to sleep in the event of waking up from a nightmare etc.

Ms Williams has an excellent rapport with my children and I have never had any difficulties while she was looking after them. She is enthusiastic, friendly and is able to engage with children on their level, at the same time keeping to clear boundaries so that they feel safe and secure. She is flexible, can take initiative and was able to quickly understand and respond to the specific needs/routines of our family. She is well organised and has always been on time.

I think that she will be an excellent nanny and I know that she is very enthusiastic and motivated to do further training and make this her career.

Dr Anneke Marais
MBChB, MMedPsych



From: Carole Brooks <carole.brooks159@gmail.com>

Date: 1 October 2016 at 15:22:43 BST

To: Jessica <j3sswilliams@icloud.com>, Susan Williams <Sue@johnandsue.email>

Subject: Character reference for Jessica Williams

Carole Brooks
5 Hilliers Lane
Churchill
BS25 5NA

October 1st 2016

To whom it may concern,

I have know Jessica Williams all her life. She has been well brought up, with attentive parental care, which means that she has strong family values.

She is well spoken and polite and knows how to behave in a wide variety of social circumstances. She is just as comfortable having an in depth debate with adults as she is engaging in polite conversation when she first meets strangers.

Jessica is a generous and gentle fun loving young woman who is lucky enough to have found her passions and drivers in life. She is determined to reach her goal now that she has a clear career path, which she sees far more as a vehicle to a successful fulfilling life than a mere job.

With this clarity and attitude I feel sure that Jessica will succeed once she has received the skills and knowledge, which she is currently seeking to obtain from only the best training. This again I see as a measure of Jessica's drive for quality and excellence in her chosen career.

Yours faithfully,

Mrs Carole Brooks

Sent from my iPad

Ors Lee and Caroline Clewley
9 Heatherside Gardens
Farnham Common
SL2 3RR

Tel: 01753 647739
caroline@theclewleys.com
lee@theclewleys.com

1 September 2016

Regarding: Jessica Williams

To Whom it May Concern:

We are writing in support of Jessica Williams' application to your institute.

We have known Jess for two years; during this time she has looked after our two and five year old girls in a professional capacity on a weekly basis. Jess is always reliable and treats the children with great kindness and thoughtfulness whilst maintaining a high degree of responsibility: she is clearly very good at her job. The girls think Jess is great and look forward to seeing her every time. We have never had any cause to worry- Jess is a real safe pair of hands.

We are very happy to have Jess to look after our children, and are in no doubt that she would make an exceptional nanny. We therefore wholeheartedly recommend her to you. If you have any further questions regarding her application please do not hesitate to contact us.

Yours sincerely,



Dr Caroline Clewley
Dr Lee Clewley



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Dr Anneke Marais MB ChB, MMedPsych



From: emma ramsdale <emmaramsdale@icloud.com>

Date: 2 October 2016 at 9:52:00 am BST

To: jess@jessicajanevilliams.co.uk

Subject: Reference

Dear Jess

I hope the following is sufficient. Let me know if you need anything else.

Emma

To whom it may concern

Jessica has babysat for my children on a regular basis over the summer holidays. She was recommended as having excellent childcare skills by another parent.

Although young she has proved herself to be very mature, organised and capable.

She has a warm personality that children feel secure with.

She has looked after my lively 3 year old girl and 8 year old boy with mild Aspergers simultaneously, keeping both happy and entertained. Jessica is able to take advice about dealing with his special needs and cope admirably.

Her duties whilst with us have included evening and day time babysitting, occasionally driving both children to the park and library, cooking an evening meal to exact specifications, (my son has specific food requirements) and general playing and entertainment.

She particularly impressed us on her first evening babysitting for us. Our daughter was unexpectedly sick whilst we were out. Jessica calmly calmed our daughter even though she had not met her before, cleared the mess and called us to inform us.

I can thoroughly recommend her for the course and am sure she will make a strong career in childcare.

Emma Ancliffe

Tel 07970909602

kajang

Dean lane

Cookham dean

Maidenhead

Berks

SL69BB

Sent from my iPhone



Bay Tree House
8 Gossmore Walk
Marlow
Bucks
SL7 1QZ

28th September 2016

To whom it may concern,

RE: Reference for Jessica Williams

Jessica has been providing childcare for my youngest daughter since 2015, when my daughter, then aged 2 years old, started attending The Marlow Club Crèche. My daughter instantly gravitated towards Jessica despite not having met her before and other child carers being present. From that very first session at the Crèche, my daughter frequently talked about Jessica and to this day always looks forward to her Crèche sessions as a result of the special relationship her and Jessica have struck up.

Within a short space of starting at the Crèche, my daughter began asking if Jessica could look after her in our home. As a result I have also engaged Jessica's nannying services outside of her employment at The Marlow Club. I have an older daughter, now aged 8 who was a little apprehensive about meeting Jessica for the first time but Jessica immediately put her at ease and engaged with her on her own level.

Jessica is kind, considerate, patient, caring and fun. It is very evident from our experience of her as a family, that she has a genuine affinity with children and is capable of caring for children of a wide variety of ages. Jessica is always consistent and full of positive energy. Children seem to flock to Jessica because of her happy and positive attitude and unique ability to interact with them on their level.

Whenever Jessica looks after my children she always manages to strike a healthy balance of energetic, outdoor activities and indoor games with quiet time for reading and craft making to suit the mood of my daughters.

Both of my daughters enjoy an extremely positive relationship with Jessica and they have a very special bond with her. Jessica is a delight to have in our home and my husband and I trust her implicitly with looking after our precious children.

I would have no hesitation in recommending Jessica and know she has a successful career in childcare ahead of her.

Whilst happy to provide a reference, this is done in confidence and good faith and with no liability on the part of the undersigned.

Yours faithfully

Emma Dutton

07808 741663
Emma.dutton@sas.com



Reference for Jessica Williams

I do very much believe that Jessica has both the experience and personality to very much succeed as a Norland Nanny.

As such she will be a credit to your organisation and your reputation.

Jessica looked after my children over a number of years when I lived in Farnham Common in Buckinghamshire. I have 3 boys, who are now 13, 8 and 3 years old.

Typically as a mother you have a number of 'names' to call upon when you need help with the children. When I asked my children 'who' they wanted me to ask. 'Jess' would always be the first name that came up.

Jess would engage with them on their individual levels and understand the needs of each of them.

Children say what they think. It was Jess they wanted to come and be with them - which I very much believe speaks volumes in itself.

Jo Romaine



To whom it may concern

Jess worked for us between August 2016 and July 2017, during which time she looked after my two boys who were 10 and 8.

Her duties involved collecting the boys after school, supervising their homework, preparing dinner and generally looking after them until I came home from work.

Throughout her time with us Jess showed herself to be consistent, reliable and trustworthy.

She is a hard worker and demonstrated a high degree of commitment to her studies and to achieving her goal to become a qualified nanny.

The boys enjoyed their time with Jess, they valued her kind and relaxed approach and her ability to relate to them and their interests.

I firmly believe that Jess will make an excellent nanny and I wish her every success in the future.

Laura McGill



From: Lucy Fuggle <lucy.fuggle@hotmail.co.uk>
Date: 1 October 2016 at 7:47:48 pm BST
To: Jessica Williams <services@jessicajanevilliams.co.uk>
Subject: Reference Jessica Williams

Reference Jessica Williams

I have known Jessica for over year now. Our main contact with Jessica has been as a carer at The Marlow Club crèche where she has looked after my two and a half year old daughter. At the club Jessica has contact with a range of children under the age of 5. Jessica has always had an extremely good manner with the children. Her sense of fun and enthusiasm engages the child and helps put them at ease particularly when separated from their parent. My daughter loves playing with Jessica who engages her in a variety of activities.

More recently Jessica has babysat for my three children who range in age from 2.5-8. They love it when Jessica sits as she is always good fun. Jessica always arrives punctually and I feel totally happy leaving them in her care.

Jessica is passionate about her future career in child care and I wish her every success.

Kind Regards

Lucy Fuggle
House in the Wood
Alleyns Lane
Cookham
SL 6 9 AD

Sent from my iPhone



RE: Jessica Williams

Jess has been babysitting for my children for over 12 months and I can't recommend her highly enough!

I have 3 children, 2 daughters aged 7 and 10, and 1 son aged 12. My children really love Jess and are excited when they know she is babysitting. Jess is always punctual and arrives on time.

She also tries to always be available when asked, even at very short notice, and has changed her social plans in order to help me out with babysitting.

My children love Jess, especially my daughters. They find her very friendly and approachable and lots of fun. She is also a good disciplinarian and ensures that the children get to bed on time and lets me know if they have been naughty.

I think very highly of Jess and think she will make a very good nanny and has a successful career ahead of her.

Samantha Williams



September 30th 2016

To whom it may concern,

I have great pleasure in writing a letter of recommendation for Jessica Williams. Jessica started working for us on October 13th 2015 until present and is employed as a part time Crèche Assistant.

As a Crèche Assistant, Jessica works as part of a departmental team of 5 employees and is collectively responsible for the care of children from 8 weeks to 5 years old which operates on a key workers system.

Jessica shows natural ability and a genuine passion for learning in this field. She is enthused by the delivery of excellent child welfare and promotion of child development. She builds good relationships with children and adapts well to their stage of development. She is also able to instil confidence in those club members who entrust their children to her care and is highly regarded by her peers and departmental managers.

Jessica has a consistently positive manner and is keen to build on her experience through formal learning and develop a career in childcare.

Jessica's DBS checks were last completed in March 2016.

I have no hesitation in recommending Jessica for this course and would be happy to discuss this further should you have any questions that I have not covered.

Kind Regards,

Susie Lines
Head of Human Resources
07885979170



We first came to know Jessica in early 2015 from her time at The Marlow Club.

Jessica is extremely genuine, conscientious, caring and reliable and we make use of her whenever we can and whenever she is available .

Jessica typically undertakes all our childcare duties including babysitting, after school care and school pick-ups on a weekly basis, subject to her availability.

Our children Jacob (aged 4) and Molly (aged 3) formed a close bond with Jessica on day one and that special bond remains to this day. Jessica is incredibly interactive with the children ; roleplaying, Lego, arts & crafts, soft play, reading, wordplay and taking them to the park. Jessica has an abundance of energy and boundless enthusiasm, and nothing is ever any trouble .

Her communication with our children is highly commendable. Our son has speech issues and can get stressed or emotional at times. Jessica manages these outbursts, retrieving the situation in a calm and composed manner.

Jessica has been really great at adapting to situations last minute, which is a big help if one of us gets stuck at work. It is very refreshing to come home to a tidy house, children fed, bathed and calm!

We have found this to be exceedingly rare among childcare professionals based on our own experiences and speaking with friends. We would highly recommend Jessica - she was born to look after children. Her love of children is infectious.

Jessica is a rare breed of individual who is very clearly a dedicated and compassionate soul determined to follow her dreams. Please do not hesitate to contact us if we can be of any further assistance.

Victoria Lee and Ross Walker