

## RECRUITMENT PACK

This document includes the following information:

- Job Description
- Person Specification
- Additional information

---

### Making an application:

When completing the on-line application form you will be asked to answer questions to help you demonstrate how you meet the requirements of the post. Your answers will be used at the shortlisting and interview stages of the recruitment process. We therefore recommend that you take a copy of this recruitment pack to help with your preparation.

NOTE: You don't have to answer the questions in one attempt, but can save your incomplete application and return to it at another time. You may want to draft your answers using Microsoft Word and then copy your text into the application form. Please be aware that formatting (e.g. underline, bold, bulleting) will be lost in this process. If you are using an Apple product you will need to use an alternative web browser to Safari such as Google Chrome.

- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
- We recommend that you take a copy of this recruitment pack to help with your preparation.

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation [DisabledGo](#) who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206-873461/873521/874588) for help.

Please note that this advert is part of a rolling recruitment campaign. At the time you make your application there may not be a current vacancy. You will be notified within 6 weeks as to the outcome of the application. If your application is of interest to us but there is not a vacancy at the time of applying, your application will be placed on hold. Previous applicants do not need to re-apply.

Produced by:  
Resourcing Team  
Human Resources  
University of Essex  
Wivenhoe Park  
Colchester CO4 3SQ  
United Kingdom  
Tel: +44 (0)1206 873521/874588/873461  
Email: [resourcing@essex.ac.uk](mailto:resourcing@essex.ac.uk)



University of Essex Campus Services Limited (UECS) is a wholly owned company of the University of Essex. Please note that this post is being advertised by the University on behalf of UECS and some aspects of the information provided on the University recruitment website will not apply to this appointment. The Terms of Appointment relating to this post are published on the website alongside this document.

Data Protection: UECS shares recruitment data with the University of Essex who provide human resources services.

JOB DESCRIPTION – REQ01439

<b>Job Title and Grade:</b>	Early Years Educator UECS Band A
<b>Contract:</b>	Permanent, Full-time
<b>Hours:</b>	38 hours per week
<b>Salary:</b>	£16,498 per annum (rising to £17,338 per annum upon successful completion of probation)
<b>Department/Section:</b>	Wivenhoe Park Day Nursery / UECS
<b>Reports on a day to day basis to:</b>	Senior Early Years Educator
<b>Purpose of job:</b>	To offer high quality care and learning for children in accordance with established policies and procedures of the Day Nursery.

**Duties of the Post:**

The main duties of the post will include:

CHILDCARE DUTIES

- To be an effective key person, responsible for planning and implementing learning opportunities specific to the needs of your key children.
- To develop a stimulating environment in which children are encouraged to socialise and develop to their full potential.
- To liaise with other professionals when needed to maximise the opportunities for your key children to develop to their full potential.
- To work closely with parents, meeting on a regular basis to keep them informed of their child's developments.
- To value out door learning and actively engage in outdoor learning experiences, planning activities and observing learning in the same way as the indoor learning environment is used.
- To care for the wellbeing of the children, washing after 'accidents', first aid and care of children taken ill until parents collect them.
- To work as part of a team and act as a buddy key person when needed.
- To help create attractive displays of children's work which are regularly changed and kept presentable.
- To set up and serve snacks and lunch to a group of children, and clear away afterwards.

- To maintain a high standard of hygiene, cleanliness and safety in all areas of the Day Nursery and at the end of the day to enable cleaning staff to thoroughly clean the rooms.
- To participate in running the summer vacation Holiday Club.
- To attend staff meetings and training to ensure they are up to date with legislation and strategies of best practice.
- It is expected that in emergency and unusual situations all staff will help with whatever duties are necessary to ensure the effective operation of the Day Nursery.

#### GENERAL DUTIES

- To have regard to the expectations of the Early Years Foundation Stage.
- To follow Ofsted requirements and develop an outstanding Early Years Environment.
- To be responsible for the safety and wellbeing of all children in the Day Nursery at all times.
- To ensure you have an up to date Safeguarding Certificate.
- To exhibit the highest standards of service and friendliness and to maintain at all times a high standard of professionalism especially in relation to work practices, confidentiality and integrity.
- To be committed to equal opportunities.
- To follow health and Safety guidelines at all times, particularly:
  - C.O.S.H.H (Control of Substances Hazardous to Health)
  - P.P.E (Personal Protective Equipment)
  - Working at Heights
  - Kinetic Manual Handling
- Any other duties as may be assigned from time to time by the General Manager or their nominee

***These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.***

#### **Terms of Appointment**

For a full description of the terms of appointment for this post please visit:  
<https://www.essex.ac.uk/staff/working-at-essex/uecs-staff>

**May 2018**

PERSON SPECIFICATION

Qualifications /Training

	Essential	Desirable
▪ NVQ Level 3 Childcare or equivalent	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Paediatric First Aid	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Experience/Knowledge

	Essential	Desirable
▪ Previous experience in a childcare setting	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of working with children under the age of 5	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Understanding of The Early Years Foundation Stage	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of working in a multi-cultural environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Skills/Abilities

	Essential	Desirable
▪ Ability to communicate clearly and effectively, with children, parents and colleagues	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent organisation skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Good team player	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other

	Essential	Desirable
▪ Ability to meet the requirements of UK 'right to work' legislation*	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to fulfil the requirements of a DBS check (see general information)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Confident, professional approach	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Be able to undertake the physical aspects of the post	<input checked="" type="checkbox"/>	<input type="checkbox"/>

\* The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. Please note that the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post. For further information about UK immigration requirements please follow this link <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

**University of Essex Campus Services Limited**

ADDITIONAL INFORMATION

**Wivenhoe Park Day Nursery**

You can find more information about the department at the following link:

<http://www.wivenhoeparkdaynursery.co.uk/>

**General Information**

Informal enquiries may be made to Heleana Phair (tel: 01206 873224, email: h.phair@essex.ac.uk). However, applications must be made online.

Due to the nature of the work, applicants who are offered employment will be subject to a criminal record check (known as a Disclosure) by the Disclosure and Barring Service before the appointment is confirmed. This will include details of all cautions, reprimands or final warnings as well as convictions.

We encourage applicants to provide details of all warnings, reprimands, cautions or criminal offences at an early stage in the application process. Should you wish to declare such information, please email the Resourcing Team in confidence, ([resourcing@essex.ac.uk](mailto:resourcing@essex.ac.uk)) attaching brief details. We guarantee that this information is shared only with the recruiting manager.

A copy of the University of Essex policy on the recruitment of ex-offenders is available on the University website: <http://www.essex.ac.uk/hr/policies/docs/CRBdocumentpolicy.pdf>

Having a criminal record will not necessarily bar you from working with us – this will depend on the nature of the position and the circumstances and background to your offence.

The hours of work are 38 hours per week, Monday – Friday between 8am and 6pm.

**Benefits**

▪ <b>competitive salaries</b>	▪ <b>training and development</b>
▪ <b>childcare facilities/vouchers</b>	▪ <b>generous holiday scheme</b>

**Campus Services will focus on 5 core principles:**

1. To develop and operate the commercial facilities at the University of Essex with the highest standards of customer care and value for money to enhance the student and staff experience.
2. To collaborate with Academic Departments and Professional Services.
3. To engage actively with the local and regional community to further the reputation of the University of Essex.
4. To champion a team culture with succession planning and remuneration firmly anchored on performance.
5. To deliver annual growth in surplus for the University of Essex.

### **Campus Services**

Created in 2010, the Campus Services directorate brings together existing staff and student commercial services, with a combined turnover of £21m and total staff of over 230 full-time equivalents. Services delivered under the Campus Services umbrella are critical to enabling the University to deliver the objectives in its strategic plan – improving the student experience, facilitating growth and improving the financial performance of the University.

Some business units within Campus Services – Event Essex, Print Essex and Wivenhoe Park Day Nursery – are part of University of Essex Campus Services Limited, a wholly owned subsidiary of the University of Essex.

### **Accommodation Essex**

Accommodation Essex contributes to a positive student experience by providing a safe and supported environment in which students can develop personally and academically. The University of Essex offers a wide range of accommodation suited to a variety of needs all within walking distance of the academic departments and campus facilities at both Southend and Colchester campuses.

You can find more information about the department at the following link

<http://www.essex.ac.uk/accommodation/>

### **Essex Sport**

The Colchester Campus Sports Centre offers excellent indoor and outdoor facilities including the £1.4 million Evolve gym and fitness rooms. At the Southend Campus there is the Evolve Gym and a wide range of opportunities to participate in sport, exercise and health at great value for students, staff and the local community.

### **Wivenhoe House Hotel**

Wivenhoe House is a four star country house hotel, set in parkland on campus. It is also home to the Edge Hotel School.

### **Essex Food**

Through their many catering outlets and delivered hospitality service, Essex Food provides a professional and courteous customer led service to students, staff and visitors. The promotion of a nutritious, and value for money hospitality service, together with respect and dignity for customers and staff are the cornerstones of their business.

### **Event Essex**

Event Essex promotes the vast range of University of Essex conference, meeting and event venues in Colchester and Southend to businesses and public sector organisations locally, regionally and nationally. The dedicated team offers an expert event planning and co-ordination service.

### **Print Essex**

Print Essex provides a high quality design, copy and print service at competitive prices to all users, both on and off campus.

### **Wivenhoe Park Day Nursery**

Set in the peaceful surroundings of Wivenhoe Park, the purpose built Wivenhoe Park Day Nursery offers outstanding day care to children from 3 months to 5 years, as well as holiday clubs for children from 5-11 years. Places are open to all, including the public.

### **everythingEssex**

In 2011, Campus Services began co-ordinating official University of Essex merchandise and gifts. This exciting project included product development and improving routes to market. Merchandise is available on the **everything Essex** outlet at the Colchester campus or on-line at

<http://www.essex.ac.uk/everythingessex/>



University of Essex Campus Services Limited

**University of Essex Campus Services Limited**  
Wivenhoe Park Colchester CO4 3SQ United Kingdom  
T 01206 873753 E [uecs@essex.ac.uk](mailto:uecs@essex.ac.uk)  
[www.essex.ac.uk/uecs](http://www.essex.ac.uk/uecs)

Further information on Campus Services can be found via [www.essex.ac.uk/uecs](http://www.essex.ac.uk/uecs).

**University of Essex Campus Services Limited**

The successful candidate will be employed by University of Essex Campus Services Limited, a wholly owned subsidiary of the University of Essex. The company was established to manage the commercial operations at the University of Essex. The terms of employment for this role are specific to University of Essex Campus Services Ltd.

**The University of Essex – a profile**

The University of Essex was founded in 1964 when it opened its doors to a cohort of just 122 students. Since then, we have grown in both reputation and size. There are now more than 10,000 students studying at three campuses - in Colchester, Southend and Loughton (East 15 Acting School). All academic activity is organised into four faculties – Humanities, Science and Health and Social Sciences.