

## 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](http://DisabledGo.com) 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.

Closing Date: 22 August 2018

Interviews are planned for: TBC

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 – REQ01610

<b>Job Title and Grade:</b>	Senior Early Years Educator UECS Band C
<b>Contract:</b>	Permanent, Full-time
<b>Hours:</b>	38 hours per week
<b>Salary:</b>	£18,156 – £20,359 per annum
<b>Department/Section:</b>	Wivenhoe Park Day Nursery
<b>Responsible to:</b>	Nursery Manager
<b>Reports on a day to day basis to:</b>	Deputy Manager
<b>Purpose of job:</b>	To be responsible for leading a team of staff and creating an effective environment for a group of children whilst also supporting the Nursery Management Team to ensure the effective running of the Nursery in accordance with the established policies and procedures.

**Duties of the Post:**

The main duties of the post will include:

**CHILDCARE, LEARNING AND DEVELOPMENT**

- To prepare and supervise suitable activities to create and develop a stimulating environment in which children are encouraged to socialise and develop to their full potential.
- To be an effective key person, responsible for planning and implementing learning opportunities specific to the needs of your key children, assessing and recording their progress of learning.
- 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 progress.
- To act as a buddy in the absence of a team member to support their key children.
- To implement strong parent partnerships within your group and ensure meetings with the parents take place each term.
- To value outdoor learning and actively engage in leading outdoor learning experiences throughout the year, 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 raise any safeguarding concerns without delay.
- To help create attractive displays of children's work which are regularly changed and kept presentable.
- To set up and serve meals to a group of children, facilitating the children's independence throughout, 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 assist in the organisation of extra-curricular activities including social functions for parents and fund raising events.
- To attend staff meetings and training to ensure you remain up to date with any changes to legislation and implementation of best practice.
- To work with other professionals if needed to promote learning outcomes for children, support for parents and the development of the nursery.
- 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.

#### **MANAGEMENT DUTIES**

- To lead, manage and motivate a team of Early Years Educators and an Assistant Senior Early Years Educator. This will include supervision and performance development reviews, training and development and performance management, ensuring that staff achieves the necessary standard of performance, taking corrective action as appropriate.
- To ensure the daily routine is implemented, ensuring the children's individual targets are the focus for development.
- To ensure the smooth running of the Day Nursery rooms through effective staff delegation.
- To be flexible in times of emergency and staff absence to ensure there is adequate cover.
- To create a development plan for your room that underpins the Ofsted Self Evaluation Form.
- To respond to any parental complaints in a sensitive and timely manner, seeking advice from the Nursery Manager and deputy Managers as appropriate.
- To challenge unprofessional behaviour ensuring you are an excellent role model at all times.
- To provide cover for other Senior Early Years Educators as required.
- To monitor health and safety within your room, making necessary changes to the environment if needed.

- To ensure that staff 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, Manual Handling, Methods of Work and Risk Assessments.
- Selling the nursery service to prospective clients effectively by showing your room to good effect and answering any queries and by attending marketing and promotional events as required.
- Host regular meetings for your team and facilitate staff training.
- To be involved in the training of students and apprentices, and cooperate with student projects.
- Assist the Nursery Manager and Deputy Manager in arranging and implementing staff rotas / lunch cover as required.

#### **GENERAL DUTIES**

- To work in accordance with the Day Nursery policies and procedures.
- To implement the requirements of the Early Years Foundation Stage.
- To develop and sustain an outstanding Early Years environment.
- To be responsible for the safety and wellbeing of all children in the Day Nursery at all times.
- To maintain an up to date safeguarding certificate and promote high standards of safeguarding practices at all times.
- To maintain a qualification in paediatric first aid.
- To undertake continuous professional development in order to keep informed of new legislation and best practice in all childcare fields.
- To exhibit the highest standards of service 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
  - Manual Handling
  - Methods of Work
  - Risk Assessments
- To comply with the requirements of Data Protection by ensuring confidentiality when dealing with staff, children or parents and record keeping.
- To undertake reception duties as required.
- To attend management staff meetings as organised by the Nursery Manager and provide updates to staff accordingly.

- Any other duties as may be required from time to time by the Nursery 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>

**July 2018**

PERSON SPECIFICATION

<b>JOB TITLE: Senior Early Years Educator</b>	REQ01610
---	----------

Qualifications /Training	Essential	Desirable
▪ National Nursery Examinations Board NVQ Level 3 in Childcare or equivalent	X	
▪ Certificate in Paediatric First Aid	X	
▪ Level 2 Certificate in Safeguarding Children	X	
▪ NVQ Level 3 in Management		X
▪ Minimum GCSE Grade C or above, or equivalent, in English and Mathematics	X	
▪ IOSH Certificate		X

Experience/Knowledge	Essential	Desirable
▪ Experience of managing and motivating a small team of staff	X	
▪ Experience of working with all age ranges under 5		X
▪ Understanding of Early Learning Journals and record keeping	X	
▪ Awareness and knowledge of Health and Safety legislation relating to manual handling and working practises		X

Skills/Abilities	Essential	Desirable
▪ Ability to communication clearly and effectively with children, parents and colleagues.	X	
▪ The ability to plan and organise resources effectively	X	
▪ The ability to work effectively as part of a team, as well as on own initiative	X	
▪ The ability to manage the performance of staff effectively	X	
▪ Able to use Microsoft software, especially for Outlook and Word	X	

Other	Essential	Desirable
▪ Able to undertake the physical aspects of the post	X	
▪ The ability to fulfil the requirements of a DBS check (see additional information)	X	
▪ The ability to meet the requirements of UK 'right to work' legislation*	X	

\* 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

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.

**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/>

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 three faculties – Humanities, Science and Health and Social Sciences.