

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 876559) for help.

Closing Date: 20 February 2019

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 876559
Email: 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 – REQ02209

Job Title and Grade:	Senior Early Years Educator UECS Band C
Contract:	Permanent, Full-time
Hours:	38 hours per week
Salary:	£19,214 per annum
Department/Section:	Wivenhoe Park Day Nursery
Responsible to:	Nursery Manager
Reports on a day to day basis to:	Deputy Manager
Responsible for:	To be responsible for leading a team of Early Years Educators enabling them to offer and provide high quality care and education for children under 5 years.
Purpose of job:	To support 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:

- To implement the requirements from the Early Years Foundation Stage.
- To be responsible for the safety and wellbeing of children in your care.
- 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 achieve the necessary standard of performance, taking corrective action as appropriate.
- To have a sound knowledge of the Early Years Foundation Stage.
- To follow and implement the nursery’s safeguarding policies and procedures.
- To implement strong parent partnership within your room.
- To be an outstanding role model to other professionals.
- To oversee the planning and enhanced provision within your room.
- To challenge/manage any unprofessional behaviour that could possibly arise.
- To praise and celebrate staff achievements and hard work.
- To work alongside and support the Deputy Manager and Nursery Manager.

- To attend training and keep up to date with best practice.

Undertake any other duties that may be assigned 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>

January 2019

PERSON SPECIFICATION

JOB TITLE: Senior Early Years Educator	POST REF: REQ02209
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Qualifications /Training

	Essential	Desirable
▪ NVQ Level 3 Childcare or equivalent	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Paediatric First Aid Certificate	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Level 2 Certificate in Safeguarding Children	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Minimum GCSE Grade C, or equivalent, in English and Mathematics	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ NVQ Level 3 in Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ IOSH Certificate	<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 managing and motivating a small team of staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Understanding of Early Learning Journals and experience in record keeping	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Understanding of The Early Years Foundation Stage	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of working with children under the age of 5	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Awareness and knowledge of Health and Safety legislation relating to manual handling and working practises	<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 and the ability to use Microsoft Software, especially Outlook and Word	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to work effectively as part of a team, as well as on own initiative	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to manage the performance of staff effectively	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to plan and organise resources effectively	<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"/>



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
www.essex.ac.uk/uecs

* 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>

January 2019

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 Lucy Rose, Nursery manager (telephone: 01206 873224 e-mail: nursery@essex.ac.uk). However, all 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) 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.

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.

Campus services include; Accommodation Essex, Essex Sport, Wivenhoe House Hotel, Essex Food, Event Essex and Print Essex

Further information on Campus Services can be found via www.essex.ac.uk/uecs.