

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: 27 January 2019

Interviews are planned for: 13 February 2019

Produced by:
Resourcing Team
Human Resources
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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 – Job ref REQ02274

Job Title and Grade:	Nursery Manager (Early Years Practice) Band G
Contract:	Permanent, Full-time
Hours:	A notional minimum of 38 hours per week. Some flexibility is required around key times of year.
Salary:	£33,103 - £37,238 per annum
Department/Section:	Wivenhoe Park Day Nursery
Responsible to:	Deputy Director (Services) Estates & Campus Services
Reports on a day to day basis to:	Deputy Director (Services) Estates & Campus Services
Responsible for:	Deputy Manager Senior Early Years Educators SENCo / ENCo Forest School Practitioner Art Tutor
Purpose of job:	Working alongside the Nursery Manager (Business Operations) in a dual leadership role, the post holder is responsible for providing professional leadership and management of the Day Nursery, ensuring that all children in our care receive outstanding care and education, improving outcomes for all children and providing inspirational leadership to team members.

Duties of the Post:

The main duties of the post will include:

GENERAL

- Support the Nursery Manager (Business Operations) to implement robust operating systems and procedures and ensure they are kept up to date.
- Have a strategic overview of the quality of early years provision, developing and sustaining an outstanding child-centred environment with high standards of physical, emotional, social and intellectual education and care for all children in the nursery environment and achieving at least 'Good' at inspection.
- Be responsible for all safeguarding issues that may arise. The safety, security and wellbeing of children registered in the nursery are of paramount concern and must be dealt with professionally, in a timely manner and on a need to know basis.
- Keep abreast of legislation, guidelines and policies, ensure the requirements of the Children Act and the Early Years Foundation Stage are met at all times, achieving at least 'Good' at inspection.

- Respect the confidentiality of sensitive family information (subject to child protection policies and procedures) and ensure the staff adheres to this.
- Build and maintain strong partnerships with parents.
- Establish and maintain effective communications links with the appropriate agencies, working with other professionals as required to improve learning outcomes for children, provide support for parents and to continually improve the setting.
- Assist the Nursery Manager (Business Operations) with enquiries from prospective customers, confidently and effectively selling the nursery service during accompanied visits as required, to maximise occupancy.
- Assist the Nursery Manager (Business Operations) to deal with complaints positively, proactively and effectively in accordance with procedures and adjust service provision where warranted.

STAFF MANAGEMENT

- Lead, manage and motivate the Wivenhoe Park Day Nursery team, ensuring all relevant University and UECS policies are adhered to and appropriate records are maintained, including recruitment, induction, training, performance reviews, absence management and performance management.
- Supervise, support and lead the professional development of nursery staff in regards to the standards of quality and practices required by EYFS and Ofsted and to strive to become a flagship of good practice for the sector.
- Ensure appointed staff have the relevant qualifications, possess the right skills and meet DBS (Disclosure and Barring Service) requirements.
- In partnership with the Nursery Manager (Business Operations), contribute to the agenda for staff meetings and the organisation of the annual staff conference.
- Lead staff training sessions to disseminate best practice throughout the setting and role model good practices.

FINANCIAL

- Ensure that the nursery is well equipped in all areas and that the nursery stock is used efficiently by maintaining accurate records and methods of control.
- Monitor expenditure against forecast, investigate discrepancies and provide information to the Nursery Manager (Business Operations).
- Assist the Nursery Manager (Business Operations) with the preparation of the annual budget by accurately determining resources required for the following financial year.

LEARNING AND DEVELOPMENT

- Ensure the provision of high standards of physical and emotional care, providing a child-centred environment where children are cared for in a safe, caring and stimulating way that ensures their individual needs are met within a groups setting.

- Support all team members in understanding and following the legal requirements of the Early Years Foundation Stage.
- Model and disseminate outstanding practice which focuses on planning around the needs and interests of the individual child, regardless of any disabilities, family backgrounds or medical history.
- Monitor two year funded children to ensure they have on entry data, a two year check and noticeable development throughout their time at the setting.
- Monitor the children eligible for the early years' pupil premium and ensure they have thorough on entry data, noticeable achievement in their development and effective support from the allocation of the pupil premium funds.
- Evaluate the quality of childcare and education throughout the setting as required by Ofsted, identifying and addressing areas needing development to ensure that all children attending the setting are kept safe, and receive rich and stimulating play and learning experiences appropriate to their age and stage of development.
- Role model the high scope approach to behaviour management.
- Complete room and learning journey audits once a term, supported by the Deputy Manager and provide the room senior with a written plan of action following the audit outcome.
- Create development plans for the setting, highlighting areas of focus for the forthcoming 12 months.
- Work with the Forest School Practitioner to actively develop the outdoor classroom and facilitate opportunities to develop the practice of other staff in the outdoor classroom approach.
- Liaise with schools regarding transition.

OTHER

- Review and update Risk Assessments, Methods of Work and COSHH sheets on a regular basis in order that they accurately reflect work tasks and practises.
- Assist the Nursery Manager (Business Operations) with accident and incident investigations as required and ensure that recommended solutions are implemented.
- Any other duties as may be assigned from time to time by the Head of Services (Accommodation Essex & Day Nursery) 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: Nursery Manager (Early Years Practice)	POST REF: REQ02274
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Qualifications /Training

	Essential	Desirable
▪ Early Years Degree	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A minimum Level 4 Early Years qualification or equivalent	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Paediatric First Aid	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Level 2 Certificate in Safeguarding Children	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ IOSH Certificate	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ NVQ Level 4 in Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Experience/Knowledge

	Essential	Desirable
▪ Significant management experience in a 'Good' or 'Outstanding' early years setting	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of leading a setting during at least one Ofsted inspection resulting in a 'Good' or 'Outstanding' rating	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent knowledge of the Early Years Foundation Stage Statutory Framework	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of curriculum development	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of building strong parent partnerships	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Thorough understanding of Child Protection and Safeguarding issues and confidentiality	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Evidence of continuous professional development	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Awareness and knowledge of Health and Safety legislation relating to working practises	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Skills/Abilities

	Essential	Desirable
▪ Strong people management skills with the ability to lead and motivate a successful team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to work with young children and their families in a sensitive and positive way	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to communicate effectively with children, parents and colleagues, both orally and in writing	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Exceptional organisational, planning and time management skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Good IT literacy and a working knowledge of business systems	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent decision-making skills and judgement	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to work in a multi-cultural environment and actively promote equality and diversity	<input checked="" type="checkbox"/>	<input type="checkbox"/>



University of Essex Campus Services Limited

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www.essex.ac.uk/uecs

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"/>

* 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

Day Nursery

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

www.wivenhoeparkdaynursery.co.uk

General 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) 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.

Informal enquiries may be made to Linda McCanna-Doyle, Deputy Director (Services) (telephone: 01206 872351 e-mail: lmccan@essex.ac.uk). However, all applications must be made online.

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.

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



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commercial operations at the University of Essex. The terms of employment for this role are specific to University of Essex Campus Services Ltd.

University of Essex Campus Services include; Accommodation Essex, Event Essex, Essex Food, Essex Sport, Print Essex, Wivenhoe House Hotel and Wivenhoe Park Day Nursery.

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