

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: 25 March 2019

Interviews are planned for: TBC

Produced by:
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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 – REQ02356

| | |
|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Title and Grade: | Forest Schools Practitioner UECS Band B |
| Contract: | Permanent, Part-time |
| Hours: | 28.5 hours per week |
| Salary: | £17,841 per annum, pro rata |
| Department/Section: | Wivenhoe Day Park Nursery |
| Responsible to: | Nursery Manager |
| Reports on a day to day basis to: | Deputy Manager / Nursery Manager |
| Purpose of job: | To work with the Nursery management team to develop, implement and lead Forest schooling in accordance with the established policies and procedures of the nursery. |

Duties of the Post:

The main duties of the post will include:

1. To implement, lead and manage Forest schooling sessions.
2. To plan and implement learning opportunities specific to the needs of the ages and stages of development of the children, assessing and recording their progress of learning through a Forest School approach.
3. To innovate and devise imaginative varied ways of teaching the Forest School experience to children, selecting and using a range of different resources and teaching styles, appropriate to the Forest School experience.
4. To meet health and safety requirements to ensure children remain safe at all times and to manage risk effectively.
5. To promote positive management of behaviour, establish routines and boundaries to ensure the wellbeing and safety of the children.
6. To liaise with other professionals when needed to maximise the opportunities for the children to develop to their full potential.
7. To work alongside the Pre School team and Practice Manager.
8. To implement the requirements of the Early Years Foundation Stage.
9. To work in partnership with parents/carers.
10. To be responsible for risk assessing the Forest School activities, supervising the children at all times.

11. To raise any safeguarding concerns.
12. To celebrate children as unique individuals.

Undertake any other duties that may be assigned 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>

February 2019

PERSON SPECIFICATION

JOB TITLE: Forest Schools Practitioner

Qualifications /Training

| | Essential | Desirable |
|-------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| ▪ NNEB or NVQ Level 3 Childcare or equivalent | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Level 3 Certificate in Forest School Programme Leadership | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Minimum GCSE Grade C, or equivalent, in English and Mathematics | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Certificate in Paediatric First Aid | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Level 2 Certificate in Safeguarding Children | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| ▪ IOSH certificate | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Experience/Knowledge

| | Essential | Desirable |
|--------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| ▪ Experience of working with all age ranges under 5 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Understanding of Early Learning Journals and record keeping | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Sound knowledge and understanding of the Forest Schools approach to learning | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Experience leading Forest Schools sessions | <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"/> |
| ▪ 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"/> |
| ▪ The ability to plan and organise effectively within available resources | <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"/> |
| ▪ Basic IT skills to use a computer/tablet to use Tapestry (Online Journals) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Other

| | Essential | Desirable |
|-----------------------------------------------------------------------|-------------------------------------|--------------------------|
| ▪ Ability to meet the requirements of UK 'right to work' legislation* | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Ability to fulfil the requirements of a DBS check | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Ability to undertake the physical aspects of the post | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Confident, professional approach | <input checked="" type="checkbox"/> | <input type="checkbox"/> |



University of Essex Campus Services Limited

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* 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>

February 2019

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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

Three days per week, 8am – 6pm. Days can be flexible.

Informal enquiries may be made to Lucy Rose, Acting 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: <https://www.essex.ac.uk/staff/recruiting-staff/recruitment-of-ex-offenders-and-disclosure-and-barring-service>

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.

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.

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