

## RECRUITMENT PACK

This document includes the following information:

- Job Description
- Person Specification
- Additional information

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### 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: 8 April 2019

Produced by:  
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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 REQ02464

<b>Job Title and Grade:</b>	Nursery Manager (Business Operations) Band G
<b>Contract:</b>	Permanent, Full-time
<b>Hours:</b>	A notional minimum of 38 hours per week. Some flexibility is required around key times of year.
<b>Salary:</b>	£33,103 - £37,238 per annum
<b>Department/Section:</b>	Wivenhoe Park Day Nursery
<b>Responsible to:</b>	Deputy Director (Services) Estates & Campus Services
<b>Reports on a day to day basis to:</b>	Deputy Director (Services) Estates & Campus Services
<b>Responsible for:</b>	Administration Manager Catering Assistant x 0.66 FTE Porter x 0.79 FTE
<b>Purpose of job:</b>	Working alongside the Nursery Manager (Early Years Practice) 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. The post holder is responsible for achieving and maintaining a high quality and financially sustainable nursery, overseeing all aspects of the day to day business and administrative practices.

**Duties of the Post:**

The main duties of the post will include:

**GENERAL**

- Be responsible as the named person for the registration (Ofsted) of the Day Nursery.
- Implement robust operating systems and procedures and ensure they are kept up to date.
- 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 staff compliance.

- Build and maintain strong partnerships with parents.
- Deal with enquiries from prospective customers, confidently and effectively selling the nursery service to ensure Wivenhoe Park Day Nursery is operating to its full potential, maximising all resources.
- 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.
- Ensure appointed staff have the relevant qualifications, possess the right skills and meet DBS (Disclosure and Barring Service) requirements.
- Manage and maintain sickness, annual leave and lieu records.
- Update and maintain electronic records of core training requirements, ensuring that staff maintain up to date qualifications in required areas such as safeguarding and paediatric first aid.
- Organise and lead regular staff meetings and the annual conference.

#### **FINANCIAL**

- Ensure budgeted occupancy levels and financial targets are met.
- Ensure a sustainable nursery business through both knowledge and understanding of the sector and the effective management of finances and staffing ratios in relation to occupancy levels.
- Prepare the annual budget in liaison with the central finance team for approval by the Campus Services Board.
- Monitor expenditure against forecast, investigate discrepancies and identify actions to mitigate variations.
- Ensure all purchases are approved and processed correctly in line with UECS Financial regulations, including preparing purchase orders, goods receipting and passing to Income and Payments for processing. Liaise with UECS Central Finance Team to ensure accruals are accurate each month.
- Ensure all payroll information is accurate and submitted on time and that appropriate records are maintained.

#### **BUSINESS PLANNING**

- Ensure that nursery places are effectively allocated to provide maximum possible occupancy.
- Review and update organisational policies and procedures annually, including those for emergency events and out of hours contact.

- Ensure that the long term refurbishment programme is delivered on time, within budget and to the required standard, in conjunction with the Estates Maintenance. Periodically review the programme to ensure required works are identified, costed and included on the programme.
- Develop and implement business plans for the setting in conjunction with Head of Service (Accommodation Essex & Day Nursery).
- Develop marketing strategies and plans in liaison with the central marketing team in order to optimise business opportunities. Lead the planning and organising for the Summer and Winter Fairs.
- Ensure Wivenhoe Park Day Nursery meets all legal obligations relating to Health & Safety, the SEND Code of Practice, and all other relevant legislation.
- Manage the outcomes of the annual H&S inspections, ensuring that appropriate action is taken to address all identified areas for improvement.
- Manage and maintain Health and Safety records, including Risk Assessments, Methods of Work and COSHH sheets, review and ensure these are updated on a regular basis in order that they accurately reflect work tasks and practises.
- Investigate all accidents and incidents and ensure that recommended solutions, improvement opportunities or new prevention measures are feasible and achievable.
- Act as the Health and Safety Liaison Officer for the setting.
- Maintain all office equipment contract records. Establish and maintain clear procedures for monitoring contractual compliance relating to the provision of services to the Day Nursery in order to minimise risk, ensure value for money and excellence in service delivery.
- Take overall responsibility for the organisation of staff working hours.
- Ensure any maintenance issues are reported to the Estates Management Section and follow up any outstanding repair works.
- Attend and contribute to meetings and working groups within and outside the setting as required, acting as a positive ambassador for the nursery.

#### OTHER

- Any other duties as may be assigned from time to time by the Deputy Director (Services) Estates and Campus Services 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>

March 2019

PERSON SPECIFICATION

<b>JOB TITLE: Nursery Manager (Business Operations)</b>	<b>POST REF: REQ02464</b>
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Qualifications /Training

	<b>Essential</b>	<b>Desirable</b>
▪ 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

	<b>Essential</b>	<b>Desirable</b>
▪ 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"/>
▪ Understanding of the Early Years Foundation Stage statutory requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of building strong parent partnerships	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ 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"/>
▪ Experience of budgetary management and place management	<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

	<b>Essential</b>	<b>Desirable</b>
▪ The ability to develop, present and implement business development plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ 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"/>
▪ The ability to work collaboratively and effectively with people at all levels within the organisation	<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	<input checked="" type="checkbox"/>	<input type="checkbox"/>



University of Essex Campus Services Limited

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and diversity		
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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>

March 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](http://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](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.

Informal enquiries may be made to Linda McCanna-Doyle, Deputy Director (Services) (telephone: 01206 872351 e-mail: [lmccan@essex.ac.uk](mailto: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



University of Essex Campus Services Limited

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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](http://www.essex.ac.uk/uecs).