

Nursery Practitioner (Pool Staff)

Unitots Nursery is located on the University of Worcester St John's campus.

*Please note applications will be reviewed every few weeks so we will be likely to provide feedback on your application sooner than the closing date.

The Nursery is self-contained and has a large outdoor area. The Nursery is registered with Ofsted to provide care and education for 40 children on any one day, aged from 3 months to 5 years, and is open to the children of university staff, university students and community users. The Nursery is open Monday to Friday 8.00 am-6.00 pm, 50 weeks of the year (excluding Bank Holidays, university holidays and staff training days), with one week's closure in the last full week of August.

Pool staff may be called upon to work at short notice to cover staff shortfalls and to maintain staff - child ratios, as well as being asked to cover planned absences. Hours will vary over the year, according to the needs of the Service. The post holder will be part of a team of qualified nursery practitioners who provide a high standard of care and education for the children in accordance with the Nursery's policies, procedures and statutory requirements. Unitots was rated as 'Outstanding' by Ofsted in November 2011 and at the last inspection in December 2014.

* Hours: New pool staff to be offered minimum 30 hours per annum.

If hours are offered but not accepted they will be recorded as hours but won't be paid for.

Closing date: Thursday 30 Nov 2017

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Job details

Salary
£8.27 an hour, plus £1.16 an hour holiday pay

Hours
As agreed, (See * below)

Start
As soon as possible

Duration
Temporary

Responsible to
Day Nursery Manager or Acting Duty Deputy

Responsible for
N/A

Interview date
Interview date to be confirmed*

Facilities

For more information about the department visit the [Facilities website](#).

Meet the team

Background

Student Services aims to support University of Worcester students to enable them to fulfil their potential through a range of services under the following headings:

- Careers and Employability Service.
- Chaplaincy.
- Counselling and Mental Health Service.
- Disability and Dyslexia Service.
- Firstpoint.
- Money Advice Service.
- Student Achievement Service.
- Student Support and Wellbeing Service
- Unitots Nursery.

Values and Behaviours:

In the Strategic Plan for 2013-2018, the University sets out the values which underpin the standards expected of all members of the university community. These are:

- o Intellectual openness, honesty and love of learning.

- o Human equality and dignity.
- o Democracy and mutual respect.
- o Educational and social inclusion.
- o Environmental sustainability and social responsibility.
- o Ethical and professional behavior.
- o Active engagement and partnership.

Within Student Services these values lead to an expectation of the following professional behaviours:

- A commitment to delivering an excellent, inclusive and student-focused service.
- A positive and proactive approach to problem solving and seeking to improve practice, including maximising the effective use of resources.
- Embracing change and being receptive to new ideas.
- Showing commitment to your own development, and supporting others to achieve their potential.
- Working collaboratively.
- Valuing, encouraging and supporting diversity to foster a spirit of mutual respect.
- Managing your own workload effectively, and contributing positively to the wider team.
- Maintaining an awareness of the University's aims, and where your role fits in to the bigger picture.

Main duties

1. To contribute fully to the team with the aim of ensuring that the philosophy of the Nursery is fulfilled, and maintaining the high standards of provision.
2. To provide a secure, safe and happy learning environment, which is both varied, stimulating and accessible.
3. To meet the physical, mental and emotional needs of the children.
4. To contribute to the planning and implementation of the learning and development requirements of the Early Years Foundation Stage, and comply with its underlying principles.
5. To deliver a programme of well-balanced experiences and activities suitable for the age range of the children, in conjunction with other staff.
6. To maintain and keep up to date room records and children's records, including observational assessments on learning and developmental progress for the Early Years Foundation Stage.
7. To act as a 'Key Person' for a small group of children, which involves recording and planning around individual needs, interests and learning requirements, and providing information and support to parents.
8. To work in partnership with parents, the Special Educational Needs and Disabilities Co-ordinator (SENco) where appropriate, and other professionals.
9. To maintain confidentiality appropriately, taking into account your responsibility for the safeguarding of the children.
10. To be proactive in managing your own personal and professional development to meet the changing needs of the role and to keep your skills and knowledge up to date. Participate fully in Nursery meetings, training and away days as required: this may periodically mean working outside your normal hours, with appropriate notice.
11. To contribute fully and positively to the Nursery team, including:
 - To support colleagues across the whole team when necessary
 - To maintain constant awareness of the needs of the children, and responding accordingly

-To work flexibly within the policies and practices of the Nursery

-To carry out domestic tasks when necessary

-To act as mentor to new colleagues in Student Services and elsewhere in the University, with appropriate training, in accordance with the Mentoring Scheme

12. To meet the needs of individual children from different cultures, religious backgrounds and at different stages of development, promoting equality and positive attitudes to diversity and differences

13. To carry out any other duties relevant to the service, and commensurate with the responsibility level of the role, when appropriate

14. To assist with occasional Nursery fundraising events, and University Open Days, with appropriate notice, where possible

*Maintain personal and professional development to meet the changing demands of the job; participate in appropriate training activities and encourage and support staff in their development and training.

*Take steps to ensure and enhance personal health, safety and well being and that of other staff and students.

*Carry out these duties in a manner that promotes equality of opportunity and supports diversity and inclusion, and takes into account the University's commitment to environmentally sustainable ways of working.

Person specification

Please provide evidence of how you meet each of the essential criteria.

Essential Criteria

1. A relevant Level 2 Childcare qualification and the willingness to keep your skills and training up to date.
2. Recent and relevant experience in a childcare environment.
3. A working knowledge of the Early Years Foundation Stage, and the ability to apply the principles to your daily practice.
4. An understanding of the social, emotional, physical and mental needs of children and the need to meet children's needs on an individual basis.
5. Excellent interpersonal skills, including tact and diplomacy. with the ability to communicate confidently and effectively, orally and in writing where appropriate, with children, parents, colleagues, internal university departments and external agencies (such as Ofsted).
6. Ability to contribute effectively as a team member, and to work under your own initiative when necessary.
7. Ability to approach your work with a calm manner.
8. Ability to maintain the highest standards of professionalism, dealing with confidential and sensitive issues with integrity, discretion and impartiality, in accordance with university guidelines and the Data Protection Act.
9. A flexible approach to your working hours, which will be based on a shift pattern, and will include the need to be available, where possible, at short notice to cover unexpected absence.
10. Ability to manage the physical requirements of the role, which may include, for example:
 - lifting and carrying of children and equipment
 - playing on the floor or in the external play area
 - walking children around the campus or local area
 - pushing pushchairs or wheelchairs
 - preparing food and drinks
 - cleaning spillages and changing nappies.

Appropriate training, facilities and equipment will be provided, within relevant health and safety guidance.

Desirable Criteria

1. Experience of working with children from babies to pre-school.

Disclosure: This employment is exempt from the Rehabilitation of Offenders Act 1974. Candidates will be required to declare any criminal convictions, cautions or bind-overs, including any that would be regarded as spent under the Act in other circumstances. If you are selected for appointment you will be required to apply to the Disclosure and Barring Service for a Criminal Records Check/Barred List Check.

Applications from Non EEA Workers:

Prospective applicants are advised to ensure that they are eligible to work in the UK without restriction.

Prospective applicants in points-based system immigration routes should assess their circumstances against the published criteria, which are set out on the GOV.UK website at www.gov.uk/browse/visas-immigration .

Visit www.naric.org.uk/visasandnationality for more information on how you can use a qualification from outside the UK to meet the requirements of the immigration rules.

Unspent convictions, cautions and bind-overs

The University is strongly committed to the fair treatment of its staff and potential staff, regardless of race, gender, religion, sexual orientation, responsibility for dependants, age, physical/mental disability or offending background.

In line with the University's policy on the Recruitment of People with a Criminal Record, shortlisted candidates are required to provide information of any unspent convictions, cautions and bind-overs. Applicants are advised to seek independent advice if there is any doubt about the status of a previous conviction, caution or bind-over. Disclosures will only be considered at the point when an offer of employment is made. The existence of a criminal record will not in itself prevent you from gaining employment.

This is a description of the job as it is presently constituted. This job description is intended to enable a flexible approach to be offered working across the University as required. It is subject to review and amendment in the light of changing needs of the University and to provide appropriate development opportunities. Members of staff are expected to participate fully in discussions about changing requirements and it is the University's aim to reach agreement to reasonable change. If agreement is not possible, it reserves the right to require changes to the job description after consultation with the individual concerned.

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<http://www.worcester.ac.uk/community/nursery-practitioner-pool-staff3.html>