

## Candidate Brief

# Nursery Nurse

**Reference:** R190055

**Salary:** Grade 2, £15,842 to  
£16,146 per annum

**Contract Type:** Continuing

**Basis:** Full Time

**Closing Date:** 23.59 hours GMT  
on Friday 22 February 2019

**Interview Date:** Monday 04 March  
2019

EXCELLENT  
DIFFERENT  
DISTINCTIVE  
ASTON



# Job description

## **Job Purpose:**

Work as part of a team, and with parents, to create a happy and stimulating atmosphere where children can develop to the full their emotional, physical, social and intellectual potential in a bright, attractive, safe and healthy environment. In all aspects of your work you should aim to provide the highest standards of care possible for the children. When making decisions, the safety, wellbeing and security of the children in your care have priority at all times.

## **Main Duties/Responsibilities:**

### **Work with children**

- ▶ Care for the physical, intellectual, emotional and social wellbeing and development of the children.
- ▶ Assess and record the progress of children within your care, identify strengths and weakness and plan a variety of stimulating activities to develop children to their full potential.
- ▶ Establish caring relationships with children and parents within an equal opportunities and non-judgmental framework. To work in partnership with parents to provide the best care possible for their children.
- ▶ Promote full, consistent and relevant exchanges of information with parents and colleagues in a professional manner.
- ▶ Promote positive cultural images in both general attitude and creative activities ensuring that all of the children, regardless of cultural or religious influences, are seen as valuable members of society.
- ▶ Maintain high standards of hygiene, cleanliness and safety in all areas of the Nursery.
- ▶ Monitor and suggest ways to develop the daily routine and record keeping procedures in co-operation with the Nursery Officer/ Room Leader, to reflect children's and their parent's needs and other influences.
- ▶ Support, as directed, the training of child care students, and co-operate with the Student Supervisor and relevant student projects.
- ▶ Work within the national standards for day-care laid down by Ofsted as well as established Nursery care practices.

### **Additional responsibilities**

- ▶ Accept guidance from the Nursery Officer/ Room Leader concerning day to day care practices.
- ▶ Discuss concerns, ideas and new developments with the Nursery Officer/ Room Leader.
- ▶ Challenge stereotypical and racist attitudes.

### **Flexibility**

- ▶ At all times the employee should be prepared to be flexible and to work in whatever area needs their skills.
- ▶ It is expected that in emergency and unusual situations all staff will help with whatever duties are necessary to ensure the effective operation of the Nursery.

### **Occasional duties**

- ▶ Assist with the organisation, supervision etc. of day-trips, Christmas parties etc.
- ▶ Assist with fund raising activities.

### **General**

- ▶ The employee has a general responsibility for the safety and wellbeing of all children in the Nursery at all times. With this in mind, it is the responsibility of the worker to be aware of what constitutes good care practices. Any employee who has concerns regarding inappropriate practices must report this to the Nursery Manager, a member of the management team, or the Chief Operating Officer
- ▶ We aspire to the highest standards of service and friendliness from all our staff. We expect staff to maintain at all times, a high standard of professionalism, especially in relation to work practices, confidentiality and integrity.

### **Additional responsibilities**

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

## Person specification

	Essential	Method of assessment
<b>Education and qualifications</b>	<p>Basic literacy in English.</p> <p>NVQ level 2 in Child Care or willing to work towards this qualification.</p>	Application form
<b>Experience</b>	Current and relevant experience working with the under-five's age group.	Application form and interview
<b>Aptitude and skills</b>	<p>An understanding of own motivation for childcare work.</p> <p>An understanding of work practices in a day nursery setting.</p> <p>The ability to retain and interpret information provided such as policies and procedures which regulate work practices.</p> <p>Approachable, with good interpersonal skills, and able to communicate with a range of people: parents, children, staff, visitors and senior managers.</p> <p>Reliable, with good time-keeping skills.</p> <p>Demonstrates a commitment to equal opportunities.</p> <p>Ability to reflect on experiences to enable self-development.</p>	Application form and interview
<b>Training and development</b>	Good understanding of the Early Years Foundation Stage.	Application form and interview

	Desirable	Method of assessment
<b>Experience</b>	Current and relevant experience in a good day nursery work environment.	Application form and interview
<b>Aptitude and skills</b>	A good knowledge of Child Development from 0 to 5 years	Application form and interview

## How to apply

You can apply for this role online via our website [www.aston.ac.uk/jobs](http://www.aston.ac.uk/jobs). Applications should be submitted by 23.59pm on the advertised closing date. All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted. If you require a manual application form then please contact the Recruitment Team via [recruitment@aston.ac.uk](mailto:recruitment@aston.ac.uk).

## Contact Information

### Enquiries about the vacancy:

Name: Donna Cooper  
Job Title: Nursery Business Manager  
Tel: +44 (0)1212044677  
Email: [d.cooper1@aston.ac.uk](mailto:d.cooper1@aston.ac.uk)

### Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [recruitment@aston.ac.uk](mailto:recruitment@aston.ac.uk) or 0121 204 4500.

## Additional Information

Visit our website [www.aston.ac.uk/hr](http://www.aston.ac.uk/hr) for full details of our salary scales and benefits Aston University staff enjoy

**Salary Scales:** <http://www.aston.ac.uk/staff/hr/payroll-pensions-and-benefits/salary-scales/>

**Benefits:** <http://www.aston.ac.uk/staff/hr/payroll-pensions-and-benefits/>

**Working in Birmingham:** <http://www.aston.ac.uk/birmingham/city-living/>

**Employment of Ex-Offenders:** Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

**Eligibility to work in the UK:** Candidates who are not citizens of the United Kingdom, or another EEA member country, should check their eligibility to enter or remain the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements, including meeting the English language standards. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful

**Equal Opportunities:** Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

**Data Protection Act 1998:** Your personal data will be processed in compliance with the DPA and from 25 May 2018 with the GDPR. The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <http://www.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.



Full details of our terms and conditions of service and associated policies and procedures are available online at [www.aston.ac.uk/hr](http://www.aston.ac.uk/hr)