



IMPACT

Nursery Nurse (6 Posts)

Reference: R220001

Salary: £17,596 to £17,901 per annum Grade 3, depending on experience

Contract Type: Continuing

Basis: Full Time (36.5 hours per week)

We also offer a generous annual leave scheme with 25 days bookable leave and a further 13 days bank holiday and University closure days.

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 and 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, to reflect children's' and their parents' needs and other influences.
- ▶ Support, as directed, the training of childcare students, and co-operate with the Student Supervisor and relevant student projects.
- ▶ Work within the statutory framework for day-care laid down by Ofsted as well as established Nursery care practices.

○

▶ Additional responsibilities

- ▶ Accept guidance from the Nursery Officer concerning day to day care practices.
- ▶ Discuss concerns, ideas and new developments with the Nursery Officer.

- ▶ Accept and deputise the role and duties of the Nursery Officer, within reason, where appropriate and if requested.
- ▶ Challenge stereotypical and racist attitudes.
- ▶ Participate in monthly team meetings for your area.
- ▶ Be responsible for the safeguarding of all children and fully understand and adhere to procedures relating to safeguarding and child protection.
- ▶
- ▶ **Occasional duties**
- ▶ Assist with the organisation, supervision etc. of day-trips, Christmas parties etc.
- ▶ Assist with fund raising activities.

Flexibility

- Initially the post holder will be assigned to look after one particular age group section of the Nursery. At all times the post holder should be prepared to be flexible and to work in whatever area needs their skills. A programme of move of staff throughout the Nursery may be developed to give all staff an understanding of areas and age groups outside those they are experienced in.
- Over time, as the Nursery develops to meet changing demands, it may be necessary to reflect this in the post holder's contract. It is therefore desirable for the post holder to remain flexible with regard to any reasonable changes in the terms and conditions of the post.
- 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.
- All staff are required to attend regular staff meetings.

General

- ▶ All staff have a general responsibility for the safety and well being of all children in the Nursery at all times. With this in mind, it is the responsibility of all nursery staff to be aware of what constitutes good care practices. Any member of staff 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 and be aware of how their actions outside of work reflect on the setting.
- ▶ Regular staff development interviews will be part of the management systems to ensure that all staff achieve their full potential. We aim to promote the development of staff skills and will provide further training opportunities as appropriate.

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
Education and qualifications	<p>Basic literacy in English.</p> <p>NVQ level 2 in Child Care or willing to work towards this qualification</p>	Application form
Experience	Current and relevant experience working with the under-five's age group.	Application form and interview
Aptitude and skills	<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
Training and Development	Good understanding of the Early Years Foundation Stage.	Application Form and Interview

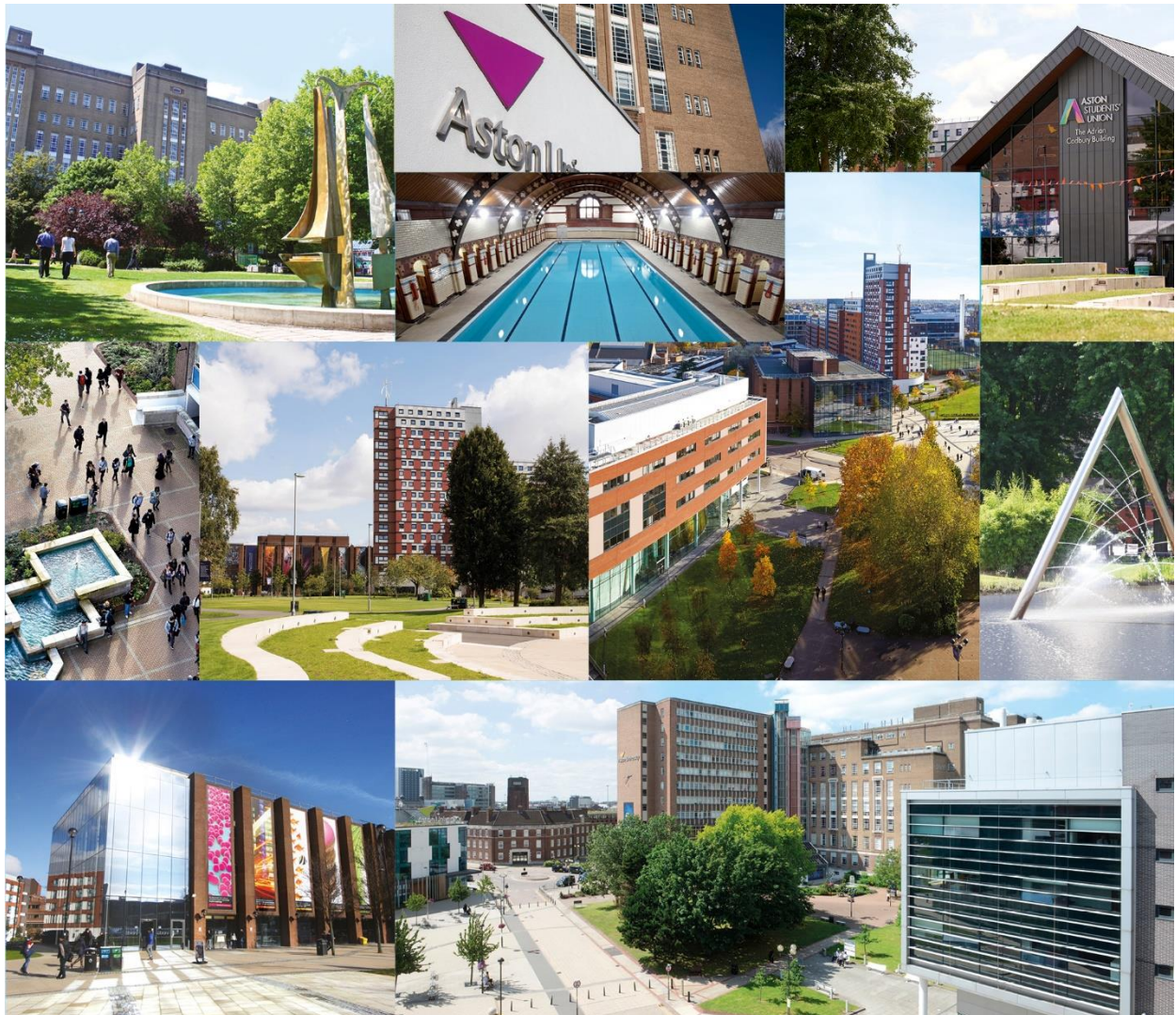
	Desirable	Method of assessment
Education and qualifications	Current and relevant experience in a good day nursery work environment.	Application form
Experience	A good knowledge of Child Development from 0 to 5 years.	Application form and interview

How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23:59pm on the advertised closing date.

If you require a manual application form then please contact the Recruitment Team via jobs@aston.ac.uk.



Contact information

Enquiries about the vacancy:

Name: Donna Cooper

Job Title: Nursery Business Manager

Email: d.cooper1@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via jobs@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

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:

Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage

<https://www.gov.uk/settled-status-eu-citizens-families>

Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in 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. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are:

Skilled Worker Visa <https://www.gov.uk/skilled-worker-visa>

Global Talent Visa

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.
<https://www.gov.uk/global-talent>

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: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.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 <https://www2.aston.ac.uk/staff-public/hr/policies>

Aston University
Birmingham
B4 7ET, UK.
+44 (0)121 204 3000
aston.ac.uk



**Where change
gets real.**