



Further Particulars

Deputy Nursery Manager (maternity cover)

(Ref 900268)

An exciting opportunity has arisen for a fixed term maternity cover position in the College's Nursery - St Paul's. If you are an enthusiastic and caring person experienced and qualified in early years child-care, then we would like to hear from you.

The Deputy Manager plays a key role in creating a positive learning environment in which children can flourish as well creating effective and cooperative relationships with the children, their parents and staff. The right candidate will have proven skill in the planning and monitoring of play and educational activities that meet Ofsted requirements and Early Years Foundation Stage standards and in adopting and promoting best practice and equal opportunities for the children.

You will have a relevant Early Years qualification equivalent to or above a Level 3 NVQ, a CACHE Level 3 or BTEC Diploma as well as previous experience of working at a supervisory level in a comparable childcare setting. A good understanding of safeguarding, Ofsted requirements and health and safety relevant to childcare are also essential.

You will be confident and able to lead the Nursery team in the Manager's absence and deal with sensitive and confidential issues with parents appropriately and confidentially. Sound administrative skills, including a good standard of numeracy and literacy in English are also required in order to assist with record keeping requirements and budgets. In return we offer generous benefits and support with developing your ongoing professional development.

A current pediatric first aid certificate and basic food hygiene training would be an advantage but training will be provided. The successful candidate will be required to undertake an enhanced Disclosure and Barring (DBS) check before starting.

About Somerville College

Somerville is a forward-looking and adventurous College with a reputation of openness and inclusiveness. It is among the most international of the Oxford colleges that admit both undergraduate and graduate students, and is a friendly and diverse place which provides access to research, learning and the pursuit of excellence in all that we do. The current community comprises approximately 550 undergraduate and graduate students, many of whom live on site, and around 200 academic and support staff as well as a host of visiting academics, former members, conference and bed and breakfast guests.

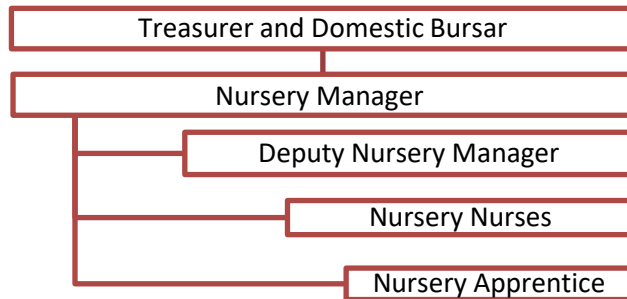
St Paul's Nursery

St Paul's Nursery was the first and remains one of the few nurseries to be run by an Oxford College. It was established by the Fellows of Somerville in 1974 to provide crèche facilities for their children and is now open to applicants not connected with Somerville.

The Nursery is registered to care for 16 children from three months to five years and receives funding for three and four year olds. It is open year-round from 9.00 – 5.00, Monday to Friday with a two week closure at Christmas and over the Easter and May Bank Holidays. The last Ofsted inspection, in 2015 was positive and praised the high quality interaction and individual attention that the children receive.

Nursery Organisation Chart

The Nursery team comprises a Nursery Manager, a Deputy Manager, four Nursery Nurses and an apprentice. The Nursery has a friendly, family atmosphere which is valued by all the children's' parents and carers. The Nursery team work closely together to provide high standards and the Nursery Nurses participate in planning and observations for the children. Informal parents' evenings and staff meetings are held regularly which staff are expected to attend. Training is always available and staff are encouraged to develop in areas of interest to them.



For further information about the College, please visit www.some.ox.ac.uk

Main duties

- Assist with the preparation and implementation of the EYFS through a suitable programme of play and activities to ensure that the children develop to their full potential and that individual needs are met.
- Maintain an excellent knowledge of safeguarding as well as knowledge of the correct procedures surrounding safeguarding.
- Create a positive, secure and happy atmosphere for the children in a stimulating, attractive and safe environment.
- Care for the health and wellbeing of the children by administering paediatric first aid and be able to adhere to the nurseries illness policies.
- In conjunction with the Nursery Manager and when required to organise and cook healthy, balanced and nutritious meals to be served to the children at lunch times.
- To assist the Nursery Manager with the implementation and working practices and procedures which ensure full compliance with Safeguarding legislation, the Children Act 1989 and Ofsted's statutory requirements.
- To have a sound Knowledge of the EYFS.
- To ensure compliance with special education needs practices and procedures are followed as required by the Nursery Manager and Ofsted and Nursery Manager in ensuring that the nursery maintains its high standards in line with all Ofsted's requirements at all times
- Keep records of DBS checks for inspection by Ofsted.
- To supervise the nursery staff to ensure that they carry out their duties to the required standards and in line with the Nursery's policies and procedures.
- To assist in the recruitment and selection of nursery staff, including design of job descriptions, participating in recruitment process for new staff and assisting with induction for all new employees.
- To ensure that the appropriate staff ratios are maintained in conjunction with the Nursery Manager at all times by arranging to cover duties one's self before arranging temporary cover outside at times of sickness or holiday absence.
- To assist the Nursery Manager when required to deal with all staffing issues within the nursery, including matters of conduct, poor performance, grievances, maintaining records of sickness and absence etc. in line with the College's employment procedures.
- To assist the Nursery Manager in encouraging the training and development of the nursery staff by identifying their training needs and arranging for the appropriate training to take place and also through the provision of general and on-going guidance and support.
- To provide the Treasury with the necessary information for the payroll purposes in the Managers absence.

- To ensure that staff take leave in accordance with the college leave policy and that relevant staff / child ratios are maintained at all times.
- To assist the Nursery Manager with budgets and occupancy numbers/listings on a monthly basis.
- To assist with the purchasing associated with equipment, food items, general supplies.
- To assist the Nursery Manager in providing the Treasury with the necessary information to enable the collection of fees from parents on a monthly basis and to maintain records.
- To maintain accurate petty cash records in the absence of the Nursery Manager.
- To assist the Nursery Manager with the completion of up to date records on all children in line with in line with the Statuary requirements set out in the EYFS.
- To assist the Nursery Manager with Nursery applications and occupancy levels by dealing with initial enquiries, receiving applications, allocating places and notifying parents.
- To assist in the responsibility for all Health & Safety matters within the Nursery as detailed within the College Health & Safety Policy and in line with the Statuary requirements.
- To build effective and co-operative relationships with all those who there will be liaison with in this role, including parents, external agencies and other College Staff.
- To accept a flexible attitude towards work and to understand that the requirements of the post may vary and develop in changing circumstances.

Selection Criteria

Essential

- Previous work experience in a comparable childcare setting
- Previous supervisory experience within a childcare setting
- A relevant Level 3 Early Years Qualification or an equivalent qualification such as CACHE Level 3 Diploma in Child Care and Education, BTEC National Diploma in Children's Care, Learning and Development or NVQ Level 3 in Children's Care, Learning and Development
- Good administrative skills, able to organise waiting lists and records required by Ofsted
- Able to design of play and education activities to meet Ofsted requirements
- Good standard of written and verbal communication in English
- Excellent interpersonal skills to form effective and co-operative relationships with children, parents and staff
- Able to plan, deliver and monitor activities to meet children's needs in line with the Early Years Foundation Stage
- Numerate – aware of budgetary requirements
- Able to offer all children equal opportunities and create an environment where children can flourish
- Awareness of all current best practice relevant to child care
- Excellent understanding of Ofsted requirements, including safeguarding
- Thorough knowledge of health and safety relevant to childcare and the working environment
- Able to lead the team when required
- Able to tackle sensitive and confidential issues with parents appropriately, maintaining confidentiality
- Able and willing to adopt a flexible attitude towards work

Desirable

- Foundation degree in Early Years (or working towards)
- Paediatric First Aid Certificate
- Basic Food Hygiene training

Terms and conditions

Full terms and conditions of employment will be provided in writing to the successful candidate. The information below is for guidance only and does not constitute the contract of employment.

Duration	<p>This is a fixed term, full-time post which is anticipated to commence on 4 September 2017 and finish at the end of November 2018, (date are subject to confirmation by the substantive post holder).</p> <p>The appointment will be dependent on satisfactory completion of a three-month probationary period and will be made subject to a satisfactory enhanced check with the Disclosure and Barring Service and other pre-employment checks as listed below.</p>
Salary	<p>The starting salary will be <u>£ 24,101</u> per annum for 37.5 hours per week. This equates to an hourly rate of pay of £12.36 . The post is aligned to Band 5 of the Somerville College pay spine with a salary range of £24,101 to £27,105.</p> <p>Upon successful completion of the probationary period, individual salaries are increased in May of each year to the next spine point within the respective salary band, until the top of the pay band has been reached. In addition the College pay spine is uplifted for cost of living on a regular basis, normally annually.</p>
Hours of Work	<p>Normal hours of work will be 9.00 a.m. to 5.00 p.m. Monday to Friday with a half hour (unpaid) break for lunch. The post holder will be required to have some flexibility in order to attend parent meetings and events and to assist with the setting up and/or clearing of the nursery before and after session times. Total weekly hours will be 37.5 hours per week exclusive of meal breaks.</p>
Holiday Entitlement	<p>The post holder will be entitled to 33 days holiday per annum inclusive of 8 public holidays. Agreed College closure days will be deducted from the leave entitlement.</p>
Pension	<p>The post holder will be eligible for membership of a contributory Group Personal Pension scheme, from the commencement date of the appointment (subject to age requirements).</p>
Life Assurance	<p>College Employees are covered by free life assurance for the duration of their employment (subject to age requirements).</p>
Meal Entitlement	<p>Meals on duty will be provided free of charge.</p>
Sickness Benefit	<p>A maximum of six weeks' sick pay at full pay, calculated in any rolling twelve month period, subject to satisfactory notification of absence and production of medical certificates.</p>
Employee Assistance Service	<p>A confidential 24/7 telephone advisory and counselling service is available to all College employees and their family members who live in the same household.</p>
Childcare	<p>Somerville runs a small on-site Nursery. College employees may choose to enter a childcare salary sacrifice scheme (under the Income & Corporation Taxes Act 1988), which allows tax and national insurance exemption for this benefit. Alternatively employees may apply for childcare vouchers.</p>
Training	<p>The College will support the post holder to undertake any relevant training to enhance his or her work performance, and financial support for these development activities will be provided where appropriate.</p>
Smoking policy	<p>No smoking is allowed in any part of the College.</p>
Parking	<p>Unless related to a disability, there will be no parking available on College premises for the post holder.</p>

Application Procedure

1. Download the Somerville College application form from the College website at www.some.ox.ac.uk/jobs
2. **Email your completed application form to the Human Resources Manager at:** recruitment@some.ox.ac.uk **or post to Human Resources Manager, Somerville College, Woodstock Road, OX2 6HD - stating vacancy reference 900268.**
3. Ensure you complete the personal statement section of the application form demonstrating how your skills and experience meet the person specification. Your application will be judged on the basis of how well you demonstrate that that you meet the selection criteria outlined above.
4. A curriculum vitae should also be included, but please note that CVs submitted on their own will be not considered or accepted as complete applications.
5. Please complete and return an equal opportunities recruitment monitoring form which will assist us with monitoring equal opportunities in recruitment. **Please send only one copy of this form** which can be emailed to human.resources@some.ox.ac.uk **or** sent in hard copy, **separately from your application** to:

Equal Opportunities Monitoring
Human Resources Department
Somerville College, Woodstock Road
Oxford. OX2 6HD
6. Equal Opportunities information collected does not form part of the selection process and will not be circulated to the selection panel. Completion of the equal opportunities monitoring form is voluntary. Data collected is used solely to monitor the effectiveness of the College's Equality and Diversity Policy and helps the College to meet its duties under the Equality Act 2010.
7. Communication regarding the status and outcome of your application will be made via e-mail.
8. **The closing date for completed applications is 10.00 am on Tuesday, 11 July 2017.**
9. **Interviews will be held on Thursday, 20 July 2017.**

Equal Opportunities statement

The policy and practice of the University of Oxford and of Somerville College require that all staff are afforded equal opportunities within employment. Entry into employment and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Where suitably qualified individuals are available, selection committees will contain at least one member of each sex.

Data Protection

All data supplied by candidates will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 1998 and the College's Data Protection Policy.

Pre-employment screening

If you are selected for the post, employment with the College will be conditional upon satisfying the following requirements.

1. Eligibility to work in the UK

The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. **We therefore ask applicants to provide proof of their right to work in the UK before employment can commence.**

Please note that you will need to provide original documents and where any documents are not in English a certified translation will be required. **Do not include these documents with your application.** You will be sent a request for the relevant information at the appropriate point in the selection process.

2. References

You are asked to give us details of two people who have agreed to give a reference for you. If you have previously been employed your referees should be people who have direct experience of your work through working closely with you for a considerable period. If you have been employed, at least one of your referees should be your formal line manager from your most recent job. It is helpful if you can tell us how each referee knows you and your referees should not be related to you. Your referees will be asked to comment on your suitability for the post, to provide details of the dates of your employment, and of any disciplinary processes which are still 'live'.

We will assume that we may approach your referees at any stage unless you tell us otherwise, so please state clearly if you wish to be contacted before a referee is approached.

3. Medical fitness

Please note that any offer of employment will be conditional upon receipt of a completed pre-employment medical health assessment questionnaire and confirmation from the University of Oxford Occupational Health Service that the candidate is medically fit for the post (allowing for any reasonable adjustments that may be required, in line with the provisions of the Equality Act 2010).

The purpose of the pre-employment medical health questionnaire is to:

- (i) assess the candidate's medical capability to do the job for which they have applied:
- (ii) determine whether any reasonable adjustments or auxiliary aids may be required to accommodate any disability or impairment which they may have
- (iii) ensure that none of the requirements of the job for which they have applied would adversely affect any pre-existing health conditions the candidate may have.

The appointment will not commence until medical fitness for work, and any reasonable adjustments that may be required, is confirmed by the University Occupational Health Service.

4. Disclosure and barring service check

The successful candidate will be required to complete an enhanced Disclosure and Barring Service (DBS) check.