



### Further Particulars

#### **Nursery Cook (Part-Time, Permanent, £8.98 per hour)**

Ref 900280

We are looking for someone who enjoys cooking and can cook healthy, well-balanced meals for our children following our nursery menus and catering for the children's individual needs.

No formal qualifications are needed but you should be a good general cook, well organised in a kitchen and be able to communicate in English in order to follow instruction and menus. A food hygiene qualification or knowledge would be desirable but suitable training can be offered in-house.

The hours of work are Monday – Friday from 10.00 a.m. to 1.00 p.m.

The successful candidate will be required to undertake an enhanced Disclosure and Barring (DBS) check before starting.

#### **About St Paul's Nursery**

St Paul's Nursery cares for 16 children from three months to five years. 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. It is staffed by a friendly, welcoming team comprising; a Manager, Deputy Manager, 3 Nursery Nurses and a Nursery Assistant. The kitchen is fully-equipped and the Nursery Manager has responsibility for the food purchasing and menu planning.

The Nursery is run by Somerville College, which is one of the 38 colleges within the University of Oxford. Further information about the Nursery can be found at [www.some.ox.ac.uk/st-paul's](http://www.some.ox.ac.uk/st-paul's)

#### **Job Description**

##### ***Main duties***

To prepare and cook nutritious and balanced food to meet the needs of the children, ensuring that safety and individual requirements are met.

- Prepare and cook a healthy, balanced diet for children aged 0 to 5 years in accordance with the Nursery menus.
- Assist with the preparation of a weekly shopping list.
- Ensure stocks in the dry store are rotated regularly and stock is monitored and maintained through the weekly shopping order.
- Ensure that equipment is maintained in good order and that any faulty or potentially dangerous equipment is immediately removed and reported to the Nursery Manager.
- Ensure high standards of hygiene, health and safety are maintained in the kitchen at all times.
- Carry out any other duties appropriate to the post as directed by the Nursery Manager.

## Selection Criteria

	Essential	Desirable
<b>Experience</b>		
• Preparing and cooking meals	Y	
• Preparing and cooking meals for children in a nursery or similar setting		Y
<b>Qualifications</b>		
• Basic Food Hygiene Certificate		Y
<b>Skills and Aptitudes</b>		
• Interested in food and cooking	Y	
• Able to read and write in English	Y	
• Able to follow instructions and guidelines	Y	
• Able to communicate appropriately with others	Y	
• Understands when to seek advice	Y	
<b>Knowledge</b>		
• Basic awareness of health and safety issues in a Kitchen environment	Y	
• Preparing food to meet special diets and allergies		Y
<b>Attitudes and Disposition</b>		
• Enthusiastic attitude towards work	Y	
• High standard of personal hygiene and general physical fitness	Y	
<b>Circumstances</b>		
• Able to work from 10am to 1pm, Monday to Friday	Y	

## 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.

<b>Duration</b>	This is a permanent, part-time post available from 1 <sup>st</sup> November or as soon as possible thereafter.
<b>Pre-Employment Screening</b>	The appointment will be made subject to (i) satisfactory employment checks as detailed below within under 'Pre-Employment Screening'; and (ii) satisfactory completion of a three month probationary period. The appointment will be made subject to a satisfactory enhanced check with the Disclosure and Barring Service.
<b>Salary</b>	The rate of pay is £8.98 per hour, which equates to an annual salary of £7,004. The College pay spine is uplifted for cost of living on a regular basis, normally annually.
<b>Hours of Work</b>	Normal hours of work will be 15 per week, 10am to 1pm Monday to Friday.
<b>Holiday Entitlement</b>	The post holder will be entitled to pro rata 33 days of paid leave per annum, inclusive of eight public holidays. Agreed College closure days and bank holidays taken will be deducted from the total leave entitlement of pro rata 33 days.
<b>Pension</b>	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).
<b>Life Assurance</b>	College Employees are covered by free life assurance for the duration of their employment (subject to age requirements).
<b>Sickness Benefit</b>	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.
<b>Employee Assistance Service</b>	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.
<b>Childcare</b>	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 from 'Kids Unlimited'.
<b>Training</b>	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.
<b>Smoking policy</b>	No smoking is allowed in any part of the College.
<b>Parking</b>	Unless related to a disability, there will be no parking available on College premises for the post holder.

## Application Procedure

1. Download the Somerville College application form College website at [www.some.ox.ac.uk/jobs](http://www.some.ox.ac.uk/jobs)
2. **Email your completed application form to the Human Resources Manager at: [recruitment@some.ox.ac.uk](mailto:recruitment@some.ox.ac.uk) stating vacancy reference 900280.**
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. Curriculum vitae may 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](mailto:human.resources@some.ox.ac.uk) or sent in hard copy, separately from your application to:  
  
Equal Opportunities Monitoring Assistant  
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 10am on Monday, 6<sup>th</sup> November 2017**
9. **Interviews will be held as soon as possible after the closing date.**

## 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.

*October 2017*