

**Somerville College**  
**University of Oxford**

[www.some.ox.ac.uk](http://www.some.ox.ac.uk)

Ref 900479



## **Nursery Manager**

We have a wonderful opportunity for an outstanding Early Years practitioner, with Nursery Management experience to join our on-site College Nursery. We are currently reviewing our Nursery structure and operations and seek an experienced, qualified and knowledgeable Nursery Manager to run the day to day operations of the Nursery and help us translate our vision for the future of St Paul's Nursery into reality..

St Paul's Day Nursery is a warm and friendly Ofsted registered 16-place Nursery catering for children aged 3 months to 5 years and receives funding for 3 and 4 year olds. It was founded by the Fellows of the College in 1974 with the aim of providing a nurturing and caring environment where pre-school children of College Fellows and staff could develop and learn at their own pace. It has since offered places to Somervillians and non-Somervillians alike and remains one of the few nurseries to be run by an Oxford College.

As a supernumerary member of the team you will be responsible for the administration, financial management and regulatory aspects of running the Nursery as well providing excellent leadership support for our small team of Nursery staff. As part of a small Nursery there will also be ample opportunity for interaction with the children to provide cover for staff, keep child-based skills and experience current and, of course, get to know the amazing children in our setting. A warm, friendly and approachable style with a willingness to be 'hands-on' when required is essential.

You will have at least a recognised Early Years level 3 qualification or above as well as recent, substantial experience of running a Nursery (either as a Supervisor, Manager or Deputy). You will have a sound working knowledge of the relevant Early Years Frameworks and policies as well as Ofsted regulations, Health and Safety requirements and best practice in the context of small Nursery settings. You should have an excellent understanding of safeguarding policies and standards.

We offer a good range of benefits and are happy to support further training and development relevant to the post.

For informal queries about the role or to arrange an informal visit please contact [human.resources@some.ox.ac.uk](mailto:human.resources@some.ox.ac.uk).

## **The Nursery**

We currently have 3 full-time and 3 part-time members of staff including an excellent Deputy Manager who is also our SENCO coordinator. The Nursery is open daily from 8.45 a.m. to 5.15 p.m. and the large, open plan space, housed in a Victorian building on Walton Street at the back of the main college, is split across a baby area with space for up to 6 children under the age of 2 and an older area for up to 10 children aged 2 to 5.

Children and staff are provided with lunch each day which is delivered from the College's kitchens and the children receive an afternoon snack which is prepared in the Nursery kitchen. There is a small outdoor play area and the Nursery also has use of the College grounds.

The Ofsted Registered responsible person is the Principal, Baroness Janet Royall of Blaisdon and the Nursery is run by a small committee which includes College staff and Nursery users.

Applications for places are open to any parents of pre-school children, whether connected to the University and Colleges or not, and our intake is conducted year-round. The last inspection was conducted in February 2019 and can be found on the [Ofsted website](#).

Further details can be obtained at [www.some.ox.ac.uk/life-here/st-pauls-nursery/](http://www.some.ox.ac.uk/life-here/st-pauls-nursery/)

## 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 630 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. For further information please see [www.some.ox.ac.uk](http://www.some.ox.ac.uk)

## The Role

The Nursery Manager will provide an outstanding EYFS provision, catering for the developmental, educational and pastoral needs of all children using a nurturing, child-led approach.

You will lead, model and support Nursery staff in the development of an excellent curriculum, tracking and reporting children's progress as well as supporting their continuous professional development.

You will be responsible for the day-to-day financial, administrative and regulatory management of the Nursery to ensure an efficient, cost-managed and responsive service to all users.

The post-holder will also be expected to support the Principal and the Nursery Committee in the review and development of the Nursery structure, framework and operations to ensure an efficient, cost-effective, value-for-money and sustainable service.

A full job description is available at [www.some.ox.ac.uk/about/jobs](http://www.some.ox.ac.uk/about/jobs)

## Terms and conditions

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

<b>Duration</b>	This is a full-time post available immediately. There is a 3-month probationary period.
<b>Salary</b>	The starting salary will be in the region of £32,000 per annum, depending on skills and experience. Somerville salaries are regularly reviewed for cost of living.
<b>Hours of Work</b>	40 hours per week, Monday to Friday 8.45 a.m. to 5.15 p.m.
<b>Holiday Entitlement</b>	Annual holiday entitlement for full-time support staff is 38 days per year (Oct-Sept), inclusive of bank holidays.
<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>	Free life assurance for employees during employment (subject to age requirements).
<b>Meal Entitlement</b>	One free meal a day to be taken during a designated break on working days when the kitchens are open.
<b>Sickness Benefit</b>	A maximum of (pro-rata) six weeks' sick pay at full pay, calculated in any rolling twelve-month period, subject to satisfactory notification of absence and 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>	Employees may choose to enter a childcare salary sacrifice scheme. Alternatively employees may apply for childcare vouchers.
<b>Training</b>	We encourage relevant training. Financial assistance may be provided if appropriate.
<b>Smoking policy</b>	No smoking or vaping is allowed in any part of the College.
<b>Parking</b>	Unless related to a disability, there is no parking available for the post-holder.

## Application Procedure

The closing date is 9 September 2022

### Your application should comprise

- A completed application form (including details of at least 2 referees)
- A covering letter addressed to the Principal indicating how your skills and experience match the criteria for the post
- A curriculum vitae (CVs submitted on their own will not be considered)
- An Equal Opportunities Monitoring Form

Email your completed application form to: [recruitment@some.ox.ac.uk](mailto:recruitment@some.ox.ac.uk) quoting the vacancy reference **900479**

## Equal Opportunities

Equal Opportunities data does not form part of the selection process and will not be circulated to the panel. Completion of the form is voluntary. Data is used to monitor the effectiveness of the College's Equality and Diversity Policy and helps us meet our duties under the Equality Act 2010.

We are committed to ensuring that all applicants and staff are afforded equal opportunities within employment. Entry and progression 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 a protected characteristic. Where suitably qualified individuals are available, selection committees will contain at least one member of each sex.

## Data Protection

All data supplied will be used only for the purposes of determining suitability for the post and will be held in accordance with the principles of the Data Protection Act, the General Data Protection Regulations 2018 and the College's Data Protection Policy. <https://www.some.ox.ac.uk/somerville-college-gdpr-framework/>

## Pre-employment screening

**DBS** – An enhanced DBS certificate will be required, together with a subscription to the DBS update service. If not already held, the College will seek this from the successful candidate this **before employment can commence**.

**Eligibility to work in the UK** - It is 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 before employment starts. You will need to provide original documents (and certified translations, if necessary). **If invited to interview, please bring these documents with you.**

**References** - Please provide details of at least two referees who have direct experience of your work through working closely with you. Where possible, at least one should be your line manager from your most recent job. Please indicate how each referee knows you. Your referees will be asked to comment on your suitability for the post, confirm the dates of your employment, and of any disciplinary processes which are still 'live'. **Unless you state otherwise, we may approach your referees at any stage, please state clearly if you wish to be contacted before a referee is approached.**

**Fitness to work** - employment will be conditional upon confirmation that you are medically fit for the post (allowing for any reasonable adjustments that may be required, in line with the provisions of the Equality Act 2010). If necessary, the College may request that the successful candidate undertake a fitness to work assessment with their Occupational Health Provider before employment can commence.