



Further Particulars

Nursery Nurse/Nursery Assistant – Casual vacancies

(Ref 900488)

Somerville College would welcome applications from candidates who would be interested in carrying out work on a casual basis at St Paul's, our friendly onsite nursery. You will liaise with nursery staff, parents, Ofsted, SENCO specialists and Early Years advisors and will be responsible to the Nursery Manager. Available work is likely to be either full or half day sessions, as agreed in advance with the Nursery Manager.

An appropriate current DBS check is mandatory for this post and paediatric first aid training is preferred. The College will support candidates as necessary.

Hourly rate of pay between £11.62 - £12.45, depending on qualifications and experience.

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 creche facilities for their children and is now open to applicants not connected with Somerville.

The Nursery is registered to care for up to 16 children from three months to five years and receives funding for three and four-year olds.

The Nursery is open Monday to Friday, 8.45 a.m. to 5.15 p.m.

Main Duties

- provide a high standard of physical, emotional, social and intellectual childcare for all children
- Help create a positive, secure and happy atmosphere for the children.
- Establish effective and co-operative relationships with the children, parents and other nursery staff.
- Implement the Early Years Foundation Stage into everyday routines and planning.
- Care for the health and wellbeing of the children by administering first aid, monitoring for signs of ill health and ensuring their needs for nourishment, rest and attention are met.
- Assist in the maintenance of a high standard of hygiene and safety in all areas of the nursery, and to work in accordance with the College Health and Safety policy.

Application Procedure

Your application should comprise

1. A completed application form (including a hand-written personal statement and details of at least 2 referees)
2. A curriculum vitae (CVs submitted on their own will not be considered)
3. An Equal Opportunities Monitoring form

Email you completed application form to: recruitment@some.ox.ac.uk please quote vacancy reference **900488** in the heading

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 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.

Communication regarding the status and outcome of your application will be made via e-mail.

The closing date for completed applications is 10 a.m. Wednesday 30 November 2022.

Interviews will be held in Oxford 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

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

November 2019