



Further Particulars

Nursery Assistant (lunchtime cover)

(Ref 900498)

We have an exciting opportunity for a part time Nursery Assistant to provide a high standard of care and all-round development for all our Nursery children during the lunch period. The working pattern is Monday to Friday, from 11 a.m. to 2 p.m. all year round.

You will liaise with nursery staff, parents, Ofsted, SENCO specialists and Early Years advisors. You will be responsible to the Nursery Manager.

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.

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 received funding for three and four year olds.

Main Duties

- Provide lunchtime duties, including serving food and drinks to the Nursery children, at lunch and break times.
- Sitting and engaging with the children during lunchtimes, providing support and encouragement as necessary.
- Help provide a positive, secure and happy atmosphere for the children within a stimulating, attractive and safe environment.
- Awareness of dietary and cultural culinary requirements of the children, including allergy awareness.
- 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 maintenance of a high standard of hygiene, cleanliness and safety in all areas of the Nursery.

- Ensure equipment is maintained in good order and that any faulty or potentially dangerous equipment is removed immediately and reported to the Nursery Manager.
- Assist with settling younger children in the early afternoon.
- Carry out any other duties appropriate to the post as directed by the Nursery Manager.

Selection Criteria

Essential

- Experience of working in childcare.
- Qualified to Level 2 Early Years Qualification or equivalent.
- Good standard of secondary education.
- Creativity in the design of play and education activities
- Excellent interpersonal skills – able to form effective and co-operative relationships with children, parents and other staff
- Able to plan, deliver and monitor activities to meet children’s needs in line with the Early Years Foundation Stage.
- Ability to create an environment where children can flourish, and are offered equal opportunities.
- Understanding of Ofsted requirements, including safeguarding, and all current best practice relevant to child care.
- Knowledge of best practice in relation to current GDPR regulations.
- Ability to work flexibly, understanding that the requirements of the post may vary and develop in changing circumstances.
- Understands when to seek advice
- Basic awareness of health and safety issues in a kitchen environment
- High standard of personal hygiene and general physical fitness
- Able and willing to adopt a flexible attitude towards work

Desirable

- Basic food hygiene training.
- Current Paediatric First Aid certificate.
- Ability to prepare food to meet special diets and allergies
- Awareness of health and safety relevant to childcare and the working environment

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	This is a permanent part-time post and will be dependent on satisfactory completion of a probationary period. The appointment will be subject to pre-employment checks as listed below.
Salary	The starting salary will be £9,064 p.a. for 15 hours per week, which is aligned to Band 3 of the Somerville College salary scale for support staff. The band has a full-time range from £24,171 to £25,313. The College pay spine is uplifted for cost of living on a regular basis, normally annually.
Hours of Work	Monday to Friday, 11 a.m. to 2 p.m. Total weekly hours will be 15 hours per week exclusive of meal breaks.
Holiday Entitlement	The post holder will be entitled to pro-rata of 36 days holiday a year inclusive of 8 public holidays. Agreed College closure days will be deducted from the leave entitlement.
Pension	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).
Life Assurance	College Employees are covered by free life assurance for the duration of their employment (subject to age requirements).
Meal Entitlement	Meals on duty will be provided free of charge.
Sickness Benefit	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 production of medical certificates.
Employee Assistance Service	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.
Childcare	Somerville runs a small on-site Nursery.
Training	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.
Smoking policy	No smoking or vaping is allowed in any part of the College.
Parking	There is no parking on-site.

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 **900498** 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 Friday 14 April 2023.

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