

## **Position Details**

Maples Nursery, Maples Nursery

Location: University of Birmingham, Edgbaston, Birmingham UK

Full time starting salary is normally in the range £18,602 to £19,200, with potential progression once in post to £22,152

Band - 300

Full Time

Closing date - 30th June 2022

## **Our offer to you**

People are at the heart of what we are and do.

The University of Birmingham is proud to have been a part of the City of Birmingham and the wider region for over 100 years, and we are equally proud to be recognised as a leading global university. We want to attract talented people from across the city and beyond, support them to succeed, and celebrate their success.

We are committed to helping the people who work here to develop through our sector-leading Birmingham Professional programme which provides all professional services staff with development opportunities and the encouragement to reach their full potential. With almost 5,000 professional services jobs in a wide-range of functions in Edgbaston and in our campus in Dubai, there are plenty of opportunities for you to be able to develop your career at the University.

We believe there is no such thing as a typical member of staff and that diversity is a source of strength that underpins the exchange of ideas, innovation, and debate. We warmly welcome people from all backgrounds and are committed to fostering an inclusive environment where diversity is at the heart of who and what we are, and how we work.

Supporting our people to achieve a healthy work/life balance is important both to our employees and to the success of the University and, depending on the role, we offer a variety of flexible working arrangements. We therefore welcome discussions on all forms of flexible working. In addition, you will receive a generous package of benefits including 40 days paid holiday a year, one paid day a year for volunteering, occupational sick pay, and a pension scheme. We also have three high quality subsidised day nurseries.

The University is situated in leafy Edgbaston and there are excellent transport links to our beautiful campus, including main bus routes and a train station on site. On campus we have a state-of-the-art sports centre with pool, shops, places to eat and drink, our own art gallery, museum and botanical gardens.

Find out more about the [benefits of working for the University of Birmingham](#)

## **Job summary**

You will provide high quality care, learning and development for all children attending the Nursery. You will ensure that children are safe, happy and stimulated with their individual needs met, in line with the Early Years Foundation Stage Curriculum (EYFS). You will also carry out light domestic duties. In order to flexibly use resource you may be given the opportunity to work in different areas of the department or wider University.

### **Main duties**

- You will provide high quality, positive care for children through social, emotional, educational and practical interaction, nurturing and guidance.
- You will follow the policies and procedures and comply with the Children Act (2006), Health and Safety legislation and within the requirements of Ofsted and the Early Years Foundation Stage, including ensuring confidentiality is maintained.
- You will ensure the children are kept safe, are well, and that Child Protection Procedures are followed.
- You will implement the key worker system to address the individual needs of each child, their family and carers.
- You will have an awareness of the Special Educational Needs and Disability Code of Practice Undertake observation and assessment of children's learning and development, helping ensure records are kept up-to-date, of a high standard and shared effectively.
- Partner with parents/carers to keep them informed of their child's day and progress.
- Organise, maintain and ensure a clean, tidy, hygienic, safe, child-friendly environment.
- Plan, prepare and supervise activities such as arts and craft, cooking, reading, music, outdoor and physical activities both indoors and out.
- Clean and maintain toys and equipment in a safe manner.
- Feed babies and young children ensuring their nutritional needs are met, complying with Food Safety Regulations.
- Change nappies and support children with potty training and toileting.
- Help children to learn social, emotional, numeracy, language and practical skills.
- Work with staff within the nursery to provide a high quality nursery service.
- Work with outside professional bodies and agencies as appropriate.
- Implement the daily routine of the nursery.
- Participate in meetings.
- Follow the nursery's practices, processes and procedures. E.g. positive behaviour management techniques.
- Learn about developments in childcare and undertake training as required.
- Ensure the health and safety of colleagues and children, complying with all Health and Safety requirements.
- Treat everyone with dignity and respect, supporting equality and valuing diversity.
- Undertake other duties as required.

### **Person Specification**

- Childcare and Education NVQ Level 3 or equivalent
- GCSE English Language and Maths or equivalent Level 1 qualifications
- Need strong attention to detail and can do attitude
- Experience of working with children from birth to 5 years and positive behaviour management
- Knowledge of developments in early years education and willingness to undertake training
- Sound knowledge of legislation, regulations, Ofsted requirements, inspection criteria and the Early Years Foundation Stage.
- Understanding of how to ensure health and safety and hygiene in a childcare setting
- Understanding of and commitment to Child Protection procedures
- Physically and mentally suitable to care for children, including ability to deal with challenging behaviours

- Ability to promote good practice in a professional manner
- Ability to communicate well and work well with children and adults from diverse backgrounds
- Ability to write legibly and present information well
- Excellent communication skills and ability to work effectively as part of a team
- Good organisational skills
- Ability to learn and understand how diversity considerations affect early years' childcare
- Ability and willingness to take on duties as required
- A sound understanding of and commitment to equal opportunities, inclusion and anti-bias

Informal enquires to Heather Bench, email: [h.a.bench@bham.ac.uk](mailto:h.a.bench@bham.ac.uk)