

Position Details

Elms Day Nursery - Senior Nursery Practitioner

Location: University of Birmingham, Edgbaston, Birmingham UK

Full time starting salary is normally in the range £21,000 to £22,414, with potential progression once in post to £27,268

Band 400

Full time - Permanent

Closing date - 30th June 2022

DBS Clearance Required

Job Summary

The role of the Senior Nursery Practitioner is to ensure that all children attending The Elms and Oaks Day Nurseries receive high quality care, are kept safe and receive rich and stimulating play experiences which meet their individual needs and support all aspects and components of the Early Years Foundation Stage curriculum. This role will entail light domestic duties as and when required in the playrooms.

You will also be responsible for leading a team of 5 staff to ensure quality care and education is provided for all children in your group with the framework of Birth to Five, undertake regular supervision meetings, organise room rotas, taking the lead role within the team to ensure all nursery policies and procedures are adhered to. Establish and develop an effective networking system for working in partnership with parents/carers. Be an active member of the management team, have a positive attitude to change.

This role as Nursery Practitioner is working up to 36 hours per week for a private early years day nursery based in leafy Edgbaston, next to the University of Birmingham campus offering excellent public transport links. You will receive a generous package of benefits including:

- 40 days paid holiday a year
- 1 paid day a year for volunteering
- 2 paid staff training days
- Occupational sick pay
- Discounted gym membership at the new sports centre
- Recognition scheme
- Staff discount on childcare
- An in-depth induction to the nursery including EYFS
- Ongoing training and development opportunities

Informal enquires and CVs to Selina Hunt, email: s.hunt@bham.ac.uk or Sarah Perrott, email: s.l.locke@bham.ac.uk

Phone: 0121 414 8118

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.

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

On campus there is also a state-of-the-art sports centre with pool, shops, places to eat and drink, art gallery, museum, and botanical gardens.

Main duties

- Provide high quality, positive care for children through social, emotional, educational and practical interaction, nurturing and guidance.
- Make sure the children are kept safe, are well, and that Child Protection Procedures are followed.
- Implement the key worker system to address the individual needs of each child, their family and carers.
- Observe and keep records of the activities and progress of children.
- 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.
- Supervise activities such as arts and craft, cooking, reading, music, outdoor and physical activities.
- Maintain toys and equipment.
- Feed babies and ensure the nutritional needs of children are met, complying with Food Safety Regulations.
- Change nappies and help children with potty/toilet training.
- 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 or 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.**
- **Highly organise in effectively co-ordinating the daily operation of your group, children's routines, parental wishes and staff resources.**
- **To undertake other duties which support the management and development of the day nursery.**
- **Show perspective parent and visitors around the premises.**
- **Support managerial decisions and directives by participating in meetings, training sessions and guiding staff in new childcare initiatives.**
- **Take responsibility for the nursery in absence of the nursery manager and/or deputy.**

Required Knowledge, Skills, Qualifications, Experience

- **Childcare and Education NVQ Level 3 or working towards (soon to be qualified)**
- **GCSE English Language and Maths at Grade C or above**
- **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**
- **Knowledge of legislation, regulations, inspection criteria and curriculum relevant to Early Years.**
- **Understanding of how to ensure health and safety and hygiene in a childcare setting**
- **Understanding of and commitment to Child Protection procedures**
- **Suitability and ability to care for children, including ability to deal with challenging behaviours.**
- **Ability to communicate well and work well with children and adults from diverse backgrounds.**
- **Ability to write legibly and present information well**
- **Ability to work well 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**

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