

Nursery Support Operative - Elms Day Nursery - Rolling Post - Band 200 (210000SF)



UNIVERSITY OF
BIRMINGHAM



Position Details

Campus Services - Elms Nursery

Location: University of Birmingham, Edgbaston, Birmingham UK

Full time starting salary is normally in the range £17,886, with potential progression once in post to £19,804

Band 200

Multiple posts available:

- 1 x 30 hours per week
- 3 x 20 hours per week

Fixed term contract upto 6 months

Closing date - 30th June 2021

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 work as part of a team of Nursery staff at one of the University of Birmingham's nurseries and you will provide care to children aged 0-5 in line with policies and procedures. In order to flexibly use resource you may be given the opportunity to work in other nursery settings.

Main duties

1. You will follow the policies and procedures and comply with the Children Act, Health and Safety legislation and within the guidelines of Ofsted and the Early Years Foundation Stage, including ensuring confidentiality is maintained.
2. You will work closely with a Nursery Practitioner to plan and prepare activities for the care and supervision of children, to meet children's individual's needs; this will require you to liaise with parents.
3. You will offer all children equal opportunities with regard to their religious persuasion, racial origins, gender, disabilities, cultural or linguistic background.
4. Keep development records and observations as required.
5. As directed, you will ensure positive management of children's behaviour.
6. Preparation, care, cleanliness and maintenance of the playrooms and equipment.
7. Providing a good role model for students and help new staff.
8. Keeping accident, incident and risk assessment records.
9. Supervision of meals and mealtimes and where appropriate preparation of baby's bottles.
10. Laundry duties.
11. Attendance of staff meetings as well as parents' evenings, publicity, open weekends and children's outings.
12. You will be expected to treat everyone with dignity and respect, supporting equality and valuing diversity.

Required Knowledge, Skills, Qualifications, Experience

- An understanding of, and interest in, child development
- Some experience with working with children, ideally in an early years setting
- NVQ 2/3 in Childcare and Education
- Ability to follow instructions but also work on own initiative as necessary

- Ability to communicate effectively with parents, careers and other professionals
- Ability to implement high health and safety standards
- Ability to work effectively as part of a team
- Ability to establish positive relationships with children
- Ability to learn and understand how diversity considerations affect early years' childcare
- A commitment to giving children the opportunity to reach their full potential
- Willingness to participate in further training and development opportunities offered by the nursery
- Candidates will need to provide a current DBS check

Informal enquires to Selina Hunt, email: S.Hunt@bham.ac.uk

 <p>COLLABORATIVE</p> <ul style="list-style-type: none"> • Works effectively with others • Consistently adopts helpful and supportive attitude 	 <p>INNOVATIVE</p> <ul style="list-style-type: none"> • Continuously reflects on work practices to make improvements • Actively interested in learning and developing 	 <p>EXCELLENT</p> <ul style="list-style-type: none"> • Reliable and highly motivated • Provides consistently high level of customer service 	 <p>INCLUSIVE</p> <ul style="list-style-type: none"> • Self-aware and understands impact of own behaviours on self and others • Embraces different perspectives 	 <p>CONFIDENT</p> <ul style="list-style-type: none"> • Flexible and adaptable in approach and takes responsibility for achieving goals • Seeks help and advice when needed
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