

Nursery Support Operative - 53493 - Elms Nursery - Band 200 - (2100016S)



UNIVERSITY OF
BIRMINGHAM



Position Details

Campus Services - Elms Day 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

- Salary to be pro-rata

Band 200

Part Time, Part Year - 12.30 hours over 38 weeks of the year (School Term Time)

- 11:30am - 14:00pm Lunchtime Assistant

Closing date - 26th July 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

The role of the lunchtime assistant works alongside with the nursery team in maintaining and organising the required staff to child ratio at all times while main nursery staff take their particular lunch breaks. The role involves helping children enjoy their lunchtimes by supervising them typically 12:00 -14:00 daily.

Main duties

- Responsible in preparing and setting the tables. He/she is also responsible in clearing them away.
- Work in all areas helping staff and children during mealtimes. He/she is responsible in feeding the children and providing them with the right amount of food according to age and weight.
- Responsible in feeding bottles and meals to babies.
- Responsible in assisting the nursery team in providing the appropriate play opportunities and to also have continuous interaction with the children who are under their supervision.
- Responsible in setting out the room with toys and activities as well as arranging furniture so children could access them more easily.

Personnel

- Notify the Management Team of any concerns or issues regarding Company policies and procedures.
- Maintain a positive attitude at all times with children, parents, carers, visitors and work colleagues.
- Ensure confidentiality, where appropriate, is maintained.

- Work as a team with other team members and undertake any other duties as reasonably requested by line management.
- Actively participate in all self-development activities including appraisals, 1:1 meetings and interim performance reviews.

Training

- Learn about and keep abreast of current developments in childcare and education policy and practice.
- Attend regular team meetings, planning meetings and undertake training as required.

Facilities

- Ensure efficient and effective use of available resources reflecting diversity.
- Undertake a shared responsibility the premises, garden and equipment are well maintained and meet Health and safety/EYFS requirements.
- Ensure that the nutritional needs of the children are met and the Food Safety Regulations are complied with.

Health and Safety

- Take responsible care for the Health and Safety of themselves and colleagues who may be affected by acts or omissions at work.
- Demonstrate the highest standard of hygiene and cleanliness of the children at all times.
- Ensuring the premises and the environment are safe, clean, tidy and well maintained.

The nursery team has a personal responsibility to identify any training and development they feel they need to meet the requirements of their role. The nursery team has direct access to Human resources in all matters relating to their employment. For all day-to-day operational matters the Nursery Manager is the immediate supervisor.

The duties and responsibilities listed above form part of the contract of employment and describe the post as it is at the present time. The University of Birmingham reserve the right to change the duties and responsibilities above and the post holder is expected to accept any reasonable alterations that from time to time may be necessary.

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
- Working towards 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