

**DAY NURSERY NURSE / ASSISTANT**  
**FURTHER PARTICULARS OF THE ROLE**

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**JOB DESCRIPTION**

**Job Title:** Day Nursery Nurse/ Nursery Assistant

**Department:** Day Nursery

**Main Purpose of Job:**

As a member of the nursery team to actively contribute to providing a high standard of childcare whilst complying with the nursery's policies and procedures.

**Relationships:**

1. Responsible to: Day Nursery Manager
2. Liaison with: Other members of the nursery team, other relevant departments

**Main Tasks of Job:**

**KEY OBJECTIVES**

- Show initiative and creativity to foster an environment which encourages the children's all round development.
- Assist the Nursery Manager/Head of Room in ensuring all agreed College policies and procedures are implemented and maintained in the Nursery at all times.
- Be familiar with all emergency and security procedures (e.g. fire procedures, routines for dropping off and/or collecting children).
- Undertake a shared responsibility for health, safety, hygiene and cleanliness throughout the Nursery.
- Ensure that all children are safeguarded at all times, in line with safeguarding and child protection policies and training. Any safeguarding concerns should be immediately reported to the designated safeguarding lead.
- Ensure that all required training is completed in a timely manner.

**TOWARDS THE CHILDREN**

- Take on a key person role to a specified group of children. Within this role, you are responsible for implementing the EYFS framework and curriculum to ensure each child in your care develops within a stimulating environment, which reflects the cultural diversity of the children. You will be the main point of contact for each child's parents within your key group and will work alongside a 'buddy' to ensure consistency for the children.
- As key person you must also:
  - ensure completion of children's developmental learning journeys, observations, portfolios and trackers on a weekly basis.
  - ensure each child's next steps are incorporated in to the weekly room planning.
  - ensure that an appropriate system of children's progress record-keeping and reporting to parents is maintained.

- ensure all children’s 2 year checks, leaving reports and learning journeys are completed in a timely manner and are available for parents when they leave the nursery.
- Ensure all children are cared for in a happy, safe and stimulating environment, supporting them in reaching their full potential.
- Act as a role model to all children within the Nursery.
- Care for the general health and wellbeing of the children and cleanliness of the Nursery.

**AS A MEMBER OF THE NURSERY TEAM**

- Act as a positive role model and work as part of a harmonious team within the Nursery, behaving in a professional and supportive manner towards colleagues and children at all times.
- Assist the Deputy/Head of Room/Qualified staff members as requested with Nursery paperwork that needs completing on a regular basis.
- Attend and participate in staff meetings that take place after normal working hours.
- Exercise reasonable care to keep safe all documentary or other material containing confidential information, and at the time of termination of employment with the College, or at any other time upon demand, to return to the College any such material.
- Any other duties appropriate to the post as directed by the Nursery Manager, Deputy Manager, or Head of Room.

The range of duties and responsibilities outlined above may change from time to time to reflect the changing needs of the Nursery and/or Wolfson College.

**PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b> <b>Knowledge</b> <b>Skills</b> <b>Work</b> <b>Experience</b>	<ul style="list-style-type: none"> <li>● Experience working within a childcare setting</li> <li>● Ability to adopt a flexible approach to ensure each child’s individual needs are met</li> <li>● Ability to work as a reliable member of the Nursery team, developing positive relationships with colleagues</li> <li>● Ability to use own initiative</li> <li>● Ability to maintain records</li> <li>● Ability to support and liaise with other members of staff</li> <li>● Good oral and written communication</li> <li>● Satisfactory DBS check (the check will be arranged by the College)</li> <li>● Commitment to providing equal opportunities</li> <li>● Understanding of the requirements of confidentiality and ability to safely manage sensitive and confidential information</li> </ul>	<ul style="list-style-type: none"> <li>● NVQ Level 2 in Childcare or equivalent</li> <li>● NVQ Level 3 in Childcare or equivalent</li> <li>● Current First Aid training</li> <li>● Basic Food Hygiene</li> <li>● Experience of working with children whose first language is not English</li> </ul>

<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Interest in the development of children (in particular, through the key worker system)</li> <li>• Enthusiastic and self-motivated approach to work</li> <li>• Able to remain calm under various circumstances</li> <li>• Friendly and of a perceptive and responsive nature</li> </ul>	
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### TERMS AND CONDITIONS:

<b>Appointment:</b>	The post is available immediately. It is full time and permanent with a standard 3 months' probation.
<b>Hours:</b>	Working hours are 42.5 hours per week, which will normally be 8.5 hours per day between 8.30 am and 5.30 pm Monday to Friday, on a shift basis.
<b>Training:</b>	<p>Training will be provided in:</p> <ul style="list-style-type: none"> <li>• Basic understanding of Health and Safety issues</li> <li>• Basic understanding of Child Protection Procedures and issues</li> <li>• EYFS framework and curriculum</li> </ul>
<b>Annual Leave Entitlement:</b>	39 days <i>pa</i> including 8 Bank Holidays.
<b>Salary and Benefits:</b>	<p>This role is Wolfson Grade 2, The starting salary for an unqualified practitioner is £24,316 pa, of Level 2 is £25,391 pa and of Level 3 is £28,289 pa,</p> <p>Benefits include an attractive pension scheme, free meals within allowance (currently £10 per day), generous holidays, free onsite parking, loans to buy bus tickets and bicycles, heavily subsidised access to College sports facilities, and an opportunity to join the College's Common Room.</p> <p>Meals are provided whilst on duty but it is necessary to be flexible about when lunch breaks are taken. If you choose to eat your lunch whilst on duty, you are required to participate in the children's lunch-time as a role model encouraging appropriate table manners and understanding that the children's needs must take priority.</p>
<b>Notice period:</b>	1 week during probation, 3 months thereafter
<b>Other conditions</b>	The post is subject to obtaining satisfactory references, DBS check, and a satisfactory completion of the health questionnaire, a satisfactory right to work check and signing a contract of employment.

### **Equality of opportunity**

The Equal Opportunities policy of the College requires that all staff are offered equal opportunities within employment. Entry into employment will be determined only by personal merit and the application of criteria related to the post. Subject to statutory provisions, no applicant 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.

### **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 UK GDPR and Data Protection Act 2018, and the College's Data Protection Policy which can be found on the College's website at [www.wolfson.ox.ac.uk/policies/data-protection-policy](http://www.wolfson.ox.ac.uk/policies/data-protection-policy).

### **APPLICATION:**

Applications should include: an application form, a *curriculum vitae* and a covering letter explaining why you are applying for the job and leaving your current employment, and why you think you would be a good candidate.

Applications should be emailed to [recruitment@wolfson.ox.ac.uk](mailto:recruitment@wolfson.ox.ac.uk)

We will contact your referees at the shortlisting stage unless you make it clear in your application that you do not wish us to do so. We regret that we will not be able to consider incomplete applications.

**Applications will be assessed as they are received.**