Wolfson College is one of the largest graduate colleges in the University of Oxford, with over 600 students. It has a strong egalitarian and democratic ethos and is increasingly known as one of the most energetic, innovative, and welcoming scholarly communities in Oxford.

The College is situated in modern buildings in an attractive landscaped garden next to the River Cherwell in North Oxford. The Day Nursery caters for up to thirty one children who are looked after in two groups - one from 6 weeks old to 2 years; the other for those aged 2 years and over. The Nursery uses the Key-Person system within each group to ensure consistency of care, and a two-way partnership between parents and carer that ensures that good links are established between the home and the nursery. There is an enclosed outside play area within the Nursery buildings. The Nursery participates in the national scheme to provide part-funded nursery places for three and four-year olds.

NURSERY AIMS AND OBJECTIVES

We aim to produce a safe, stimulating and educational environment for children to enable them to develop knowledge and skills at their own pace whilst in a socially supportive setting. It is our intention to produce happy, well-adjusted and confident children.

All children are offered equal opportunities with regard to their racial origins, religious persuasion, gender, disabilities, cultural or linguistic background.

All employees are required to work in a confidential manner in all aspects of their work.

All employees are subject to The Health & Safety at Work Act and are expected to behave in a proactive manner supporting this.

JOB DESCRIPTION

Job Title: Day Nursery Nurse

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, Deputy Manager, Head of Room
2. Liaison with: Other members of the nursery team, other relevant departments
Main Tasks of Job:

KEY OBJECTIVES

- As a member of the Nursery team, show initiative and creativity to foster an environment which encourages the children’s all round development.
- Be familiar with all emergency and security procedures (e.g. fire procedures, routines for dropping off and/or collecting children)
- As a member of the Nursery team, undertake a shared responsibility for health, safety, hygiene and cleanliness throughout the Nursery
- Assist the Deputy/Head of Room in ensuring all agreed College policies and procedures are implemented and maintained in the Nursery at all times.

TOWARDS THE CHILDREN

- To 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.
- To ensure all children are cared for in a happy, safe and stimulating environment.
- To ensure that each child’s full potential is developed in the social, emotional, physical and intellectual sense and that the child’s welfare, independence and self-esteem as an individual and as a member of a group, is treated as paramount at all times.
- To encourage children’s self-esteem by helping them to acquire skills, endorsing positive behaviour and making them feel valued as individuals.
- To act as a role model to all children within the Nursery. This includes being consistent on issues of behaviour management.
- Assist with the creation of a stimulating and attractive classroom environment
- To promote safe use of the equipment and positive play with all age groups.
- To care for the general health and wellbeing of the children and cleanliness of the Nursery

AS A MEMBER OF THE NURSERY TEAM

- To 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 both colleagues and children at all times.
- Under direction from Qualified Staff, assist with the preparation of the Nursery for OFSTED inspections and help action any recommendations made by the Inspector.
• Assist the Deputy/Head of Room/Qualified staff members as requested with Nursery paperwork that needs completing on a regular basis.
• To attend and participate in staff meetings that takes place after normal working hours.
• To comply with the General Data Protection Regulation, 2018.
• To exercise care in the treatment of all personal, confidential and sensitive data to which the post holder has access and for which he/she has responsibility and to ensure that such information is not disclosed to any unauthorised person.
• Any other duties appropriate to the post as directed by the Manager, Deputy, 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

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Knowledge</th>
<th>Skills</th>
<th>Work Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential</td>
<td>NVQ Level 2 in Childcare or equivalent</td>
<td>Ability to adopt a flexible approach to ensure each child’s individual needs are met</td>
<td>Ability to work as a reliable member of the Nursery team, developing positive relationships with colleagues</td>
</tr>
<tr>
<td>Desirable</td>
<td>Current First Aid training</td>
<td>Basic Food Hygiene</td>
<td>Experience of working with children whose first language is not English</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Personal Qualities</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential</td>
<td>Genuinely interested in the development of children (in particular, through the key worker system)</td>
<td>Energetic and enthusiastic</td>
<td>Patient</td>
</tr>
<tr>
<td>Desirable</td>
<td></td>
<td></td>
<td>Friendly and of a perceptive and responsive nature</td>
</tr>
</tbody>
</table>
**TERMS AND CONDITIONS:**

<table>
<thead>
<tr>
<th>Appointment</th>
<th>The post is available immediately. It is a permanent, full time position, with a standard 3 months' probation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours:</td>
<td>Working hours are 42.5 hours per week, normally 8.5 hours per day between 8.30 am and 5.30 pm Monday to Friday, on a shift basis.</td>
</tr>
</tbody>
</table>
| Training:            | Training will be provided in:  
  - Basic understanding of Health and Safety issues  
  - Basic understanding of Child Protection Procedures and issues |
| Annual Leave Entitlement: | 39 days *per annum*, including 8 Bank Holidays.  |
| Salary and Benefits: | The post is Wolfson Grade 2. Salary range from £18,262 to £21,826 per annum. New appointments normally start at the first increment in the grade, however a higher starting point may be available for exceptional candidates, commensurate with their qualifications and experience. Benefits include pension scheme, free lunch, free parking. 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. |
| Notice period:       | 1 week during probation, 3 months thereafter |
| Other conditions     | 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 Data Protection Act 1998 and the College Data Protection Policy (available on the website at https://www.wolfson.ox.ac.uk/policies/data-protection-policy

APPLICATION:
Applications should include an application form completed in full and a covering letter explaining your interest in and suitability for the role and reasons why you are leaving your current employment. The letter and application should be sent by post to Day Nursery, Wolfson College, Linton Road, Oxford OX2 6UD or by email (preferred) to nursery@wolfson.ox.ac.uk

There is no closing date for this vacancy. Applications will be assessed as they arrive and suitable candidates invited to interview. Early application is advised.