Early Years Assistant
YORK CAMPUS NURSERY

Closing date: 9 November 2017
Directors Introduction

As a member of the Commercial Services team you will be a key contributor in supporting our section to provide essential income to support the University’s key objectives. The services we provide underpin values that will enhance the ‘student experience’, whilst being profitable and sustainable.

We work in an all-inclusive environment where the word ‘team’ is part of our culture. We provide an excellent benefits package supporting market led terms and conditions of employment. We are committed to Investors in people and this is demonstrated by providing an open door policy giving access to the Management Team from all levels of the organisation.

I wish you well with your application.

Jon Greenwood, Director of Commercial Services

York Campus Nursery

Our Nursery and Pre-school aims to promote a happy, secure, caring and stimulating environment where children can develop socially, emotionally, physically and intellectually.

We offer a wide range of activities to our children who are aged from 3 months to five years in order to promote different kinds of learning through play according to the Early Years Foundation Curriculum. These activities include physical co-ordination and control through the use of apparatus, music and movement games, as well as the improvement of manipulative skills, hand eye co-ordination and concentration through construction, jigsaws and other table toys. We also work with the children in a wide range of art and craft activities to stimulate creativity and self-expression. The Nursery is open to all, including University students and staff and members of the public.
Job Description

Salary: £15,618—£17,134 per annum
Grade: A3
Hours of work: Full time—37 hours per week
Contract type: Open
Reporting to: York Campus Nursery Manager
Location: University of York, Heslington, York, YO10 5DD

Main purpose of the role:
To provide a warm, safe, stimulating environment for the children within the nursery's care.

Key responsibilities and duties:
- To be responsible for contributing to the assessment records of key children through the Early Years Foundation Stage Curriculum.
- To maintain records and administrative systems as directed from time to time by the Nursery Manager and/or Deputy Manager.
- To provide activities within the Early Years framework to enhance children's learning and development.
- Within the general framework of agreed policy and with the expectation that serious problems would be referred to the Nursery Manager/Deputy the post holder will be expected to advise Nursery users queries.
- The post holder will assist with the security and safekeeping of the Nursery premises and materials.

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post in response to business needs.

Working conditions:
Although the working environment will in general be pleasant, the post holder will be expected to ensure the children and Nursery are kept in a clean condition which may involve exposure to unpleasant working conditions. Part-time cleaning staff are employed.

Special Requirements:
The post holder is required to obtain and maintain a satisfactory Enhanced Disclosure and Barring Service Certificate (DBS).
## PERSON SPECIFICATION

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<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<tr>
<td><strong>QUALIFICATIONS</strong></td>
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<td><strong>KNOWLEDGE</strong></td>
<td>Knowledge of Ofsted requirements would be preferred.</td>
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<td><strong>SKILLS/ABILITIES/COMPETENCIES</strong></td>
<td>Ability to work on own initiative and as part of a team.</td>
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<td>Ability to work calmly whilst working in a hectic environment.</td>
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<td>An ability to work sympathetically with children and parents.</td>
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<td><strong>EXPERIENCE</strong></td>
<td>Experience of working with the 0-5 age range and knowledge of the Early Years Foundation Stage.</td>
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<td><strong>PERSONAL ATTRIBUTES</strong></td>
<td>A professional manner.</td>
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How to Apply

Apply Online

- Go to https://jobs.york.ac.uk/ycl
- Find the vacancy using reference 6153.
- Complete the online application form.

You will need to submit your application by midnight (GMT) on Wednesday 9 November 2017.

What will I need?

We will ask you for:

- Personal details
- Your employment history
- Relevant qualifications
- Contact details for two referees

You will need to be ready to show us how you meet the requirement of the job, either in a written statement and / or by answering questions.

The Company will only recruit individuals who have passed the school leaving age. For further information and confirmation of the school leaving age please visit the City of York Council web-site.

Help and assistance

Direct queries to:

ycl-hradmin@york.ac.uk
01904 328424
YCL

YCL is a wholly owned subsidiary company of the University of York. YCL was formed in 2012 with the overall aim to deliver a profitable service and provide essential income to the University.

YCL is continuously looking for new ways to support the University. In 2017/18 a new retail store and catering outlet will open for the use of the students, staff, visitors and local residents.

There are a number of commercially focussed departments which make up Commercial Services, Catering and Bars, Campus Nursery, York Sport, Design and Print Solutions, York Conferences, Retail Services and support teams including Human Resources, Central Administration and Marketing.

YCL was awarded IiP Silver in August 2014.

Benefits Package

- 38 days annual leave including 8 bank holidays (pro rata)
- Pension scheme
- On-site parking
- Concessions rates at York Sport Village and Centre
- 10% off campus NISA supermarkets
- Discount scheme with local restaurants, retail and tradesmen
- Salary sacrifice schemes including cycle to work, childcare vouchers and campus nursery
- Discount scheme with national retailers and services
- Discounted personal postage rates
- Departmental benefits e.g. uniform

Attractive Place to Work

Centred around the picturesque village of Heslington on the edge of the city of York, the campus offers a wealth of facilities, which includes bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal. Since 2000 we have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion.

During this period of change YCL has also grown to support the larger campus. We have worked hard to retain our friendly, informal atmosphere and believe strongly that work should be an enjoyable place to be.

The University

Founded on principles of excellence equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2017 it is the centre for almost 16,000 students across 30 academic departments and research centres. In just 50 years we have become one of the world’s leading universities and a member of the prestigious Russell Group.

The City of York

Internationally acclaimed for its rich heritage and historic architecture, York’s bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford’s Tower and the Shambles—just a few of many attractions.

But York isn't just a great place to visit—it's also a great pace to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.