Deputy Nursery Manager

YORK CAMPUS NURSERY

Closing date: 27 March 2019
Anticipated start date: 24 June 2019
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 through the prime and specific areas of learning related to the Early Years Foundation Stage.

The aims of the Nursery

- To provide quality and consistency, equal opportunities and anti-discriminatory practice so that all are included and supported
- To ensure secure foundations though learning and development opportunities

The Nursery is open to all including University Students, staff and members of the public. The Nursery currently operates two units: 30 children aged 2 years to school age and a 9 place baby unit caring for children 3 months to two years.
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.
Job Description

Salary: £19,987-£21,500 per annum (depending on experience)
Grade: B3
Hours of work: 37 hours per week. (full-time)
Contract type: Open
Reporting to: Nursery Manager
Location: University of York, Heslington, York, YO10 5DD

Main purpose of the role

To provide a safe, stimulating environment for the children within the nursery's care.

To support the Nursery Manager to ensure the effective daily management of the Nursery, to have a sound knowledge of all Company Policies, Procedures, Statutory Welfare Requirements and Ofsted expectations and ensure that these are maintained at all times.

To be a role model to the staff team. Be able to showcase high quality practice with regards to individual and group work with children, dealing with staff and parent issues as they arise.

Key responsibilities and duties:

- Ensuring the provision of high quality childcare throughout the Nursery setting by upholding the aims and ethos of York Campus Nursery in respect of the environment, resources and experiences offered to children.
- To assist with the day to day running of the Nursery within agreed guidelines, including all aspects of administration, curriculum planning and the upkeep of the continuous development of high standards of day care.
- In the absence of the Nursery manager to take on the day to day responsibility of running the Nursery within agreed polices and guidelines.
- Line manager for room supervisors and nursery practitioners and to ensure along with the manager that staff work within the policies of the Nursery completing full induction, ongoing regular contact and probation reviews with new employees, offering any support and guidance and addressing performance concerns as required.
- The post holder will assist with the security and safekeeping of the Nursery premises and materials. Ensuring that the children are kept safe and that staff understand and, when necessary follow safeguarding procedures. Act as the Designated Safeguarding Person within the setting in the Nursery Manager’s absence, dealing with and support any issues as they arise.
- Support the manager in all operations and assist in setting the direction of the Nursery team including assisting with objective setting and performance reviews.
- To attend the Nursery consultative group and in the absence of the manager to act in an advisory capacity to the group.
- Assist in the recruitment of Nursery staff.
- To take minutes of Nursery staff meetings and chair meetings in the absence of the Nursery manager.
- Upholding anti-discriminatory practice and equality.
- Promote and facilitate partnerships with parents/carers and other family members.
- Assist the Nursery Manager in ensuring that all complaints and concerns are actively resolved in a timely manner and that these are reported in accordance with policy.
- To support on all aspects of inclusive practice, behaviour management and special educational needs within your team, liaising with the appropriate representatives.
- To have awareness of any legislation relating to your role.

Keep your job knowledge up to date through Company and external training, showing a commitment to professional development.

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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<thead>
<tr>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<tr>
<td><strong>QUALIFICATIONS</strong></td>
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<tr>
<td>• As a minimum a publicly recognised level 3 qualification in childcare is required.</td>
<td>• A publicly recognised level 6 qualification</td>
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<td>• Paediatric First aid</td>
<td>• Level 2 safeguarding</td>
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<td>• Level one safeguarding</td>
<td>• Level 2 Food Hygiene certificate</td>
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<td><strong>KNOWLEDGE</strong></td>
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<td>• Knowledge of Ofsted requirements with regard to the Early Years Foundation Stage</td>
<td>• Special Educational Needs Coordinator training (SENCO)</td>
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<td>• An awareness of health and safety issues relating to the provision of daycare.</td>
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<td><strong>SKILLS/ABILITIES/COMPETENCIES</strong></td>
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<td>• Ability to work on own initiative and be able to deal with competing priorities.</td>
<td>• Understanding of the role of SENCO</td>
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<td>• Ability to work calmly whilst working in a hectic environment.</td>
<td>• Knowledge and understanding of online assessment tool Tapestry</td>
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<td>• Experience of supervising staff.</td>
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<td>• Ability to motivate and develop staff</td>
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<td>• An ability to work in partnership with children and parents.</td>
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<td>• Work to support the staff team by demonstrating fairness and consistency</td>
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<td>• An understanding of “Word” and basic computer literacy</td>
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<td><strong>EXPERIENCE</strong></td>
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<td>• Minimum two years experience of working with the 0-5 age range. Experience of working within the Early Years Foundation Stage</td>
<td>• Working with children with English as an additional language</td>
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<td>• Working with children with SEN</td>
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<td><strong>PERSONAL ATTRIBUTES</strong></td>
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<td>• Excellent interpersonal and communication skills</td>
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<td>• A professional manner.</td>
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<td>• The ability to organise workloads of themselves and individuals to meet set deadlines</td>
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How to Apply

Apply Online

- Go to https://jobs.york.ac.uk/ycl
- Find the vacancy using reference 7474
- Complete the online application form

You will need to submit your application by midnight (GMT) on 27 March 2019.

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 website.

Help and assistance

Direct queries to:

ycl-hradmin@york.ac.uk
01904 328413/328424