Early Years Assistant

Closing date: 19 September 2021
Interview date: 27 September 2021
Introduction

As a member of the Commercial Services team, you will be a key contributor in supporting our section to provide essential income and 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.

We wish you well with your application.

Mission and Values

At YCL our mission is to provide the highest standard of customer satisfaction, value for money and quality of product within a friendly and helpful environment.

Our values are:

**Trust** - We will place trust in you to do your job and do it well

**Respect** - We will respect you and expect you to respect your colleagues and customers

**Unique** - We are all unique and diverse and we embrace this

**Enjoy** - We strive to make work an enjoyable place, you should too!

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. The principles of the Nursery are to support our children thorough quality and consistency, secure foundations, partnership working and equality of opportunity and anti-discriminatory practice so that every child is included and supported. 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.
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.

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

YCL is continuously looking for new ways to support the University. In 2017/18 we opened a new retail store and catering outlet for the use of students, staff, visitors and the general public.

YCL was awarded Investors in People Silver in 2014.

Benefits Package

- 38 days annual leave including 8 bank holidays (pro rata)
- Pension scheme
- Concessions rates at York Sport Village and Centre
- 10% off campus NISA supermarkets
- Discount scheme with local restaurants, retail and traders
- Salary sacrifice schemes including cycle to work, and campus nursery
- Discount scheme with national retailers and services
- Discounted personal postage rates

The University

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2019 it is the home of more than 18,000 students. The University is one of the world's leading universities and a member of the prestigious Russell Group.

An 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, including bars, gyms and shops.

The University has undergone an unprecedented period of expansion and renewal. Since 2000 they have invested in 20 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 growth on campus. We have worked hard to retain our friendly, informal atmosphere and believe strongly that work should be an enjoyable place to be.
Salary: £19,080.69 per annum
Grade: A3
Hours of work: 37
Contract type: Open
Reporting to: Nursery Manager, Deputy Nursery Manager
Location: University of York, Heslington, York, YO10 5DD

Main purpose of this role:

- To help provide a warm, safe, stimulating environment for the children within the nursery’s care

Key responsibilities and duties:

- To work as directed by the qualified personnel

- Within the general framework of agreed policy and with the expectation that serious problems would be referred to the Nursery Manager the post-holder will be expected to advise Nursery users, staff and students on detailed queries

- The post holder will assist with the security and safekeeping of the Nursery premises and materials

- To maintain such records, administrative systems and assist with the operational control as directed from time to time by the Nursery Manager

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:

- You will have to obtain enhanced clearance from the Disclosure and Barring Service (DBS) as this post involves working with children

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.
# CANDIDATE SPECIFICATION

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<td><strong>QUALIFICATIONS</strong></td>
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<tr>
<td>• A publicly recognised childcare qualification at Level 2 or above</td>
<td>• A paediatric first aid qualification</td>
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<td>• Safeguarding—Basic awareness</td>
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<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 would be preferred</td>
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<td><strong>SKILLS / ABILITIES/ COMPETENCIES</strong></td>
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<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>
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<td>• Some experience of working with the 0-5 year age range</td>
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<td><strong>PERSONAL ATTRIBUTES</strong></td>
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<td>• A professional manner</td>
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<td>• Ability to manage own workload</td>
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How to Apply

Online

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

You will need to submit your application by midnight (GMT) of the closing date.

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 show us how you meet the requirements of the job, either in a written statement and / or by answering questions.

YCL will only recruit individuals who have passed the school leavers age. For further information and confirmation of the school leavers age please visit the City of York Council website.

Applicants aged 18 and under will only be offered a maximum of 20 hours of work a week, and must provide evidence that they are in full or part time education/training, or undertaking work based learning such as an apprenticeship.

Help and assistance

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