



**Oaks Nursery
Level 3 Qualified
Early Years Practitioner
Full Time Position
June 2026**





Welcome

Thank you for your interest in the position of Level 3 Qualified Early Years Practitioner at Oaks Nursery, part of Kent Union Trading Ltd (KUTL) and considering us as your new employer. KUTL is the commercial arm of Kent Union, which includes Business Development, Retail, Licensed Trade and Oaks Nursery.

We are a vibrant, student-led organisation with a bright future ahead of us. Our focus is to amplify the voice of our members and ensure they have a fantastic student experience. Our driving force is our strategy, which sets out our priorities over the next two years.

Students are the reason Kent Student's Union exists. We are there through their university journey. Our amazing staff and volunteers work towards improving their experience, whether it's helping them with their studies, practicalities of life or to have fun.

I hope you will want to apply and you should find everything you need in this pack about the role and about working for Kent Union, but if you do have any questions you can contact us at [**kentunionrecruitment@kent.ac.uk**](mailto:kentunionrecruitment@kent.ac.uk).

We look forward to hearing from you.

Mel Sharman

Chief Executive



Advert

Level 3 Qualified Early Years Practitioner

£23,725 per annum pro-rata

35 hours per week

34 days' annual leave including 6 days over Christmas and New Year

Join Our Team as an Early Years Practitioner at Oaks Nursery!

Are you passionate about working with children from birth to five years?

Do you thrive in a nurturing and busy nursery environment?

Would you like to be part of a friendly, dedicated team making a real difference every day?

If so, we'd love to hear from you!

We're looking for a **Level 3 Qualified Early Years Practitioner** to join our warm and experienced team at **Oaks Nursery**, based on the beautiful University of Kent campus. You'll be part of a well-established, supportive setting committed to providing outstanding care and inspiring learning opportunities for children from babies to pre-schoolers.

About the Role:

As an Early Years Practitioner, you will:

- Provide a high standard of care and early education in line with the EYFS
- Create a stimulating and inclusive environment for all children
- Observe, plan and assess children's learning using *Development Matters (2023)*
- Contribute to regular summative assessments and developmental reports
- Build positive relationships with children, parents, and colleagues

About You:

To be successful in this role, you will:

- Hold a recognised and relevant Early Years qualification (Level 3)
- Have recent experience working in a busy nursery or similar setting
- Demonstrate excellent knowledge of the EYFS and child development
- Be confident in using observations to support learning and development
- Be a proactive, caring, and enthusiastic team player

**About Oaks Nursery:**

Nestled in the heart of the University of Kent campus on Parkwood Road, Oaks Nursery is a well-established setting with an excellent reputation in childcare. We're proud to be rated 'Good' by Ofsted (October 2022) and care for up to 90 children daily. Our families include university staff, Kent Union employees, and students.

You'll be joining a passionate team of 30 dedicated professionals from nursery practitioners to support staff all working together to create a warm, nurturing environment for the children in our care.

Website

The Nursery website contains further background information about Oaks Nursery to help potential applicants. Potential applicants are encouraged to look at the website prior to applying; the website address is **oaksnurserykent.co.uk**

Applications:

To apply please submit your application on our recruitment portal at ksu.co.uk/careers. Please ensure that you pay particular attention in your application to detailing how you meet the requirements of the person specification and note the criteria that is tested at application and at interview.

Further information and Questions:

If you would like any further information or for an informal conversation about the role, please contact:

Heidi Firth (Nursery Manager) on 01227 827676 or email oaksnursery@kent.ac.uk.



Why work for us?

We're Bold

You'll be working for an organisation that is innovative and challenges the status quo to stand up for students and ensure they have the best time at University. You'll get to directly shape what we do and pioneer new areas of work.

We're Supportive

We're really flexible as we understand that life isn't 9-5 and we'll always look at how we can best adapt to meet your needs; this includes the ability to work remotely.

We're Inclusive

We are an organisation that champions equality and diversity and works to embed this in everything we do. We positively encourage applications from all individuals irrespective of their gender, age, ethnicity, sexuality, religious beliefs or disability.

And It's Great Fun!

We are always working hard to improve the student experience but we have a great time doing it. You'll be joining a team of passionate and friendly people and get to be involved in all the incredibly random fun things we do that make Students' Unions such amazing and unique places to work.





Information about the role

Job description:	Level 3 Qualified Early Years Practitioner,
Department:	Oaks Nursery
Reports to:	Room Supervisor
Role purpose:	To ensure the highest standards of childcare are achieved whilst encouraging an environment of creativity and diversity which provides for the well-being of all children.

Duties and Responsibilities

Operational Duties

- **Providing High-Quality Care:**
Ensure all children are cared for in a safe, nurturing, and stimulating environment that meets their physical, emotional, and developmental needs.
- **Planning and Delivering Learning Opportunities:**
Use your knowledge of the *EYFS* and *Development Matters (2023)* to plan age-appropriate activities that support children's learning and development.
- **Observations and Assessments:**
Regularly observe children, record progress, and complete summative assessments to inform planning and track development milestones.
- **Promoting Positive Relationships:**
Build warm and trusting relationships with children, parents, and colleagues to create a positive and collaborative nursery environment.
- **Safeguarding and Welfare:**
Follow safeguarding procedures and promote the health, safety, and well-being of all children at all times.
- **Maintaining a Safe and Organised Setting:**
Ensure all areas of the nursery are clean, tidy, and well-prepared throughout the day. Assist with setting up and clearing away activities and resources.
- **Team Collaboration:**
Work effectively as part of a team, contribute to meetings, and support colleagues across different age groups when needed.
- **Key Person Role:**
Take on responsibility for a small group of children, developing individual care and learning plans and maintaining accurate records.



- **Continuous Professional Development:**
Actively engage in ongoing training and professional development to enhance your skills and stay up to date with best practices.

People Responsibilities

- **Supporting Children's Wellbeing and Development:**
Act as a consistent and caring adult in children's lives, responding sensitively to their individual needs and promoting their confidence, independence, and emotional security.
- **Key Person Responsibilities:**
Take on a key person role for a group of children, fostering close bonds with them and their families, and being the main point of contact for their care, development, and progress.
- **Partnership with Parents and Carers:**
Communicate regularly with parents and carers, sharing updates on children's development, responding to concerns, and working together to support learning at home and in the setting.
- **Collaborating with Colleagues:**
Work as part of a team of practitioners, contributing ideas, sharing best practices, and supporting one another to deliver high-quality care and education.
- **Mentoring and Supporting Others (if applicable):**
As an experienced practitioner, provide guidance and support to less experienced staff, students, or apprentices as needed, helping to build a strong, knowledgeable team.
- **Promoting a Positive Team Culture:**
Contribute to a positive, inclusive, and respectful working environment where all staff feel valued, supported, and motivated to deliver their best.

Financial Responsibilities

- **Use Nursery Resources Responsibly:**
Ensure that all equipment, toys, and materials are used appropriately, maintained in good condition, and stored safely to avoid unnecessary replacement or waste.
- **Contribute to Cost-Effective Practices:**
Support the efficient running of the nursery by using resources mindfully, helping to reduce waste, and contributing to a culture of sustainability and value for money.
- **Awareness of Nursery Funding and Ratios:**
Have a basic understanding of how funding (e.g., government-funded hours) and staff-to-child ratios impact the daily operation and staffing of the nursery.



- **Report Resource Needs or Issues:**
Communicate promptly with supervisors or management when resources are low, damaged, or need replacing, helping to ensure spending is necessary and well-justified.
- **Support Fundraising or Events (if applicable):**
Participate in or help organise occasional fundraising or parent engagement events that may contribute to nursery funds or resources.

Expected Behaviours

- **Child-Centred Approach:**
Always put the needs, safety, and wellbeing of children first. Be responsive, caring, and respectful in your interactions with every child.
- **Professional Conduct:**
Demonstrate integrity, reliability, and professionalism in all aspects of your work. Follow nursery policies and procedures, including safeguarding and confidentiality protocols.
- **Positive Communication:**
Communicate openly and respectfully with children, families, and colleagues. Use clear, supportive language and actively listen to others.
- **Teamwork and Collaboration:**
Work cooperatively with colleagues, supporting a culture of mutual respect, trust, and shared responsibility for the nursery environment.
- **Initiative and Accountability:**
Take responsibility for your role, show initiative in your day-to-day duties, and seek guidance or support when needed.
- **Commitment to Development:**
Embrace ongoing learning and reflection. Actively participate in training and show a willingness to adapt and improve your practice.
- **Inclusive Practice:**
Promote equality, diversity, and inclusion by valuing and respecting the background, culture, and needs of all children and families.
- **Positive Role Modelling:**
Set a good example for children through your actions, language, and attitude – fostering kindness, patience, cooperation, and respect.

This job description does not form part of the contract of employment.



What we're looking for

Person Specification				
Essential requirements should be demonstrated before appointment and maintained in post. Desirable elements should be developed and maintained once in post as needed.				
Qualifications	Essential	Desirable	Tested at Interview	Tested at application
Level 3 or higher (equivalent) in Early Years Childcare and Education	X		X	X
Food Safety Certificate level 2 or above		X	X	X
Paediatric First Aid qualification		X	X	X
Health and Safety qualification		X	X	X
Safeguarding Training		X	X	X
Experience	Essential	Desirable	Tested at Interview	Tested at application
Experience of working in a busy Nursery or Early Years environment with children aged 0-5	X		X	X
Experience of acting as a key person, including building strong relationships with children and parents and maintaining individual learning records.	X		X	X



Experience in supporting children's personal care, routines, and wellbeing in a professional setting.	X		X	X
Experience supporting children with SEND or EAL		X	X	X
Familiarity with digital tools or systems used for recording observations and assessments (e.g., Tapestry, Family, or similar).		X	X	X
Experience of working in a busy Nursery or Early Years environment with children aged 0-5	X		X	X
Knowledge	Essential	Desirable	Tested at Interview	Tested at application
A good understanding of Development Matters and how this is interpreted in best practice.		X	X	X
An understanding of Child Protection and Safeguarding in Early Years	X		X	X
An understanding of health and safety /food safety requirements		X	X	X
An understanding of inclusive practice, equality and diversity in early years education	X		X	X
Skills and Abilities	Essential	Desirable	Tested at Interview	Tested at application
Sound judgement and ability to handle competing priorities	X		X	X



An ability to balance the needs of children with the operational requirements of the Nursery	X		X	X
Good communication skills, with the ability to relate to and communicate effectively with people at all levels	X		X	X
Values & Behaviours	Essential	Desirable	Tested at Interview	Tested at application
Evidence of a personal commitment to continuing professional development	X		X	X
A commitment to equality of opportunity; someone who builds a culture of inclusivity and removes barriers to diversity	X		X	X
A team player, who helps others build a successful team, celebrates others' success, and supports others to achieve individual and team goals	X		X	X



About the role

Summary of terms

- This is a full time, permanent position.
- The contracted hours are 35 hours per week
- This post will be based at University of Kent, Canterbury Campus.

Salary

The salary for this post is: £23, 725 per annum pro rata

Probationary arrangements

This post is subject to a 6-month probationary period, with 1, 3 and 6-month reviews.

Notice Period

The notice period for this position is: 4 weeks

Annual Leave Entitlement

The post holder is entitled to 34 days' leave; this is inclusive of 6 'customary' days', normally taken over Christmas, and the 8 statutory leave days for England. (full-time equivalent).

Pension

Staff who are 'eligible jobholders' (subject to the eligibility criteria as determined by the government from time to time) are automatically enrolled into the NEST Pension Scheme. NEST is a workplace pension scheme set up by the government but run independently as a trust. Your contribution to the scheme is 5% of the pensionable salary you receive each month, which is based upon your annual salary, and KUTL's contribution is 3% of this pensionable salary.

Hours of Work

The contracted hours are 35 hours per week.

Work-Life Balance

Kent Union is committed to facilitating a healthy work-life balance.



Equity, Diversity & Inclusion

We have recently implemented our new EDI strategy 2023-28 the Strategy is here to ensure equity and inclusion are a priority for Kent Union. Please see the full document here [Link](#)

Annually we review racial diversity within our workforce and it is a key priority for us to improve racial and ethnic diversity amongst our workforce, and as such we particularly welcome applications from Racially and Ethnically Marginalised People (REMP) and have introduced a REM Priority Interview Scheme.

The Racially and Ethnically Marginalised Peoples (REMP) Priority Interview Scheme

We recognise that applicants from racially and ethnically marginalised backgrounds may have experienced additional barriers when applying for new roles.

Therefore, we are taking positive action to address an under-representation within our organization. If you meet the minimum criteria (at least 80% of the “essential” criteria in the person specification) and are from a REM background, you’ll be guaranteed an interview.

If you are a REM applicant and would like to be considered under our guaranteed Interview scheme, you must indicate this by selecting the relevant box on the Diversity Monitoring Form.

If you do not select this box, your application will be considered alongside all other applications. The selection decision at interview will be based on the most suitable candidate, regardless of background or protected characteristic.

Pre-employment checks

All job offers are conditional on the receipt of two satisfactory references.

We are also obliged to check your identity and obtain proof of your right to work in the UK, which you will be asked to provide at interview if you are successfully shortlisted.

Induction and training

All new staff benefit from an induction from the HR Team and their own team, as well as ongoing support and personal development.

