



Early Years Bank Staff,
Oaks Nursery
Recruitment Pack
Flexible working hours
March 2026





Welcome

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

We are a strong and successful students' union that delivers a broader range of services than most other UK Students' Unions. We run student opportunities, events and services that are sector-leading and engage thousands of students every year.

The goals in our strategic plan going forward are to be 'student led', 'here for you' and 'a place of opportunities' for our students. We do this by being an expert on and advocate on behalf of students, campaigning and challenging for a positive and inclusive experience for them and empowering them to make the most of the many opportunities available to them.

Kent Students' Union is a great place to work. Previously being accredited with Investor in People Gold status and Leaders in Diversity. We were the first students' union in the UK to achieve Investing in



Volunteers status and have been included in the Sunday Times 100 Best Not-For-Profit Organisations to Work For, for 11 years, placed 17th for 2020.

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 Students' Union, but if you do have any questions you can contact us at kentunionrecruitment@kent.ac.uk.



Are you passionate about working with children from babies to pre-schoolers?

Do you want to be part of a great team of like-minded people?

Do you have previous experience of working in a busy nursery?

If the answer is yes, then this role is for you.

Bank staff are required by the nursery to cover for or supplement our permanent or part time staff. Typically, we need bank staff to cover for sickness, absence, holidays and periods of temporary fluctuation in our child numbers. Training will be provided to develop their roles in terms of understanding and applying nursery policies and procedures. Bank staff will be expected to assist in ensuring all children attending Oaks Nursery receive high quality care, are kept safe and are provided with planned and stimulating play experiences which meet their individual needs. Employment is on a casual basis, and you will be contacted directly by the Nursery Manager or Assistant manager or Administration Assistant when work is available, sometimes at very short notice.

Please note that we are unable to guarantee hours of work, which may be for a few hours, a whole day, a few days, or a week at a time by mutual consent.

We reserve the right not to provide you with work and you are under no obligation to accept work. Consequently, you will not have continuity of employment between engagements.

Oaks Nursery is situated in Parkwood Road on the University of Kent campus, with close links to public transport. We are an established nursery, registered to care for up to 90 children a day with an excellent reputation in childcare. We accommodate children of University and Kent Students' Union staff, and students. At our last inspection in October 2022 nursery received a 'Good' rating from Ofsted. You will be joining a team of 30 staff comprising of nursery practitioners, kitchen staff and support workers led by a manager, assistant manager, and room supervisors.



If you would like any further information or for an informal conversation about the role, please get in touch with Heidi Firth (Nursery General Manager) on 01227 827676. |

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:	Early Years Bank Staff
Department:	Nursery
Reports to:	Nursery Manager, 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
<p>Provide enabling environments that are rich in supporting a wide variety of opportunities and activities that are stimulating and relevant to all the children's cultures and communities, both indoors and outdoors</p> <p>Provide secure foundations for learning by regularly observing, planning and assessing individual needs and interests of children if required</p> <p>Provide a consistent approach to the care and learning of children by building and sustaining positive relationships with key children, parents and carers</p> <p>To carry out light physical duties to include lifting babies and children, housekeeping tasks and setting up resources.</p> <p>Ensure that the Health, Safety and Well-being Policy, Health and Safety policy and Nursery's Safeguarding policy is always understood and adhered to</p> <p>Carry out other duties and activities as required to support colleagues, or as directed by Supervisors</p>



People Responsibilities

N/A

Financial Responsibilities

N/A

Expected Behaviours

To contribute to the positive image of Kent Students' Union with students, University, and the local community
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To lead by example to reduce the Nursery's impact on the environment.

To undertake other tasks and responsibilities compatible with the level and nature of the post as required by your manager from time to time.

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 2 or higher (equivalent) in Early Years Childcare and Education		X		X
Food Safety Certificate level 2 or above		X		X
Paediatric First Aid qualification		X		X
Health and Safety qualification		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
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
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	X		X	X



removes barriers to diversity				
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



A bit about us

Why we're here – our mission

We are a charity that supports students at the University of Kent; we are:

Student led

Here for our members

A place of opportunities for our members

Why we do it – our beliefs

We believe every student at the University of Kent should have the opportunity to try out new experiences, have fun, make new friends and be part of a community; we believe every student should have the opportunity to fulfil their potential in life, have a voice in society and make a difference. We believe that Kent Students' Union is integral to empowering students to realise this belief.

Where we're going – our vision

Our vision is to provide the best student experiences on the planet.

How we're perceived – our values

Bold – we are brave and courageous; we stand up for students' rights; we are innovative and we challenge the status quo.

Inclusive – we welcome all people and appreciate their uniqueness; we are champions of equality and diversity.



Supportive – we look out for people; we want students to succeed in life so we offer transformative experiences for them to get involved in; we ensure our staff have a healthy work-life balance.

Staff and Management Structure

Kent Students' Union employs approximately 416 staff to provide services for its members. Staff are of two types: approximately 300 student staff, who work whilst completing their studies at the University of Kent and 116 career roles – professionals who have made working at Kent Students' Union part of their career.





The important HR bit

Where we work:

We have five buildings over the University of Kent campus, from where we deliver services for students, including advice, entertainment, volunteering experiences, a nursery and shops.

Our address is Mandela Building, University of Kent, Canterbury CT2 7NW.

There are bus links to the campus and the nearest train station is Canterbury West, which is approximately a 20-minute walk. There are also parking spaces available on the purchase of a permit and the campus also has plenty of cycle parking spaces.

When we work:

Kent Students' Union recognises the importance of helping its employees balance their work and home life and so we have a Flexible Working Policy in place. We have many different ways in which staff can work which includes earlier or later starts, compressed hours, part-time hours and term-time only contracts.

Where we can staff have flexibility in how they work. If staff wish to work some of their week remotely, and we can accommodate this, they can do so, with some key touch dates when they will be required to work on campus.

Any employee can make a request for flexible working. Whilst we cannot guarantee to accommodate a flexible working application, we do guarantee that we will carefully consider any request made. Our standard working hours are 35 hours per week, with an hour unpaid lunch break.



About the role

Summary of terms

- This is a flexible position.
- The contracted hours are zero hours per week
- This post will be based at University of Kent, Canterbury Campus.

Salary

The salary for this post is: from £13.69 per hour

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: 2 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 zero. The nursery has no obligation to offer you work, and you have no obligation to accept it. You only accept work when you are able to or willing to.

Work-Life Balance

Kent Students' 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 Students' 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 REMP Priority Interview Scheme.

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.





How to apply

Applications

To apply please submit your application and CV 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.

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

Further Information and Questions

If you require further information, please contact:

Name	Heidi Firth
Job title	Nursery Manager
Contact number	01227 827676
Email address	oaksnursery@kent.ac.uk

For more information about Oaks Nursery, please visit our website oaksnurserykent.co.uk



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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 Interviewscheme, 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.





Job advert

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Hourly rate	From £13.68 per hour
Hours per week	Zero hours contract

- 34 days' annual leave (full-time equivalent).

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More information is available at www.ksu.co.uk/careers



Kent Students' Union is an organisation that champions equity and diversity and we have recently introduced a REMP guaranteed interview scheme, full details of which can be found in the Recruitment Pack.

How to apply

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