



Oaks Nursery
Qualified Early Years Practitioner
Maternity Post
12 months Fixed Term Contract –
18 hours per week (Wednesdays & Fridays
8am – 6pm)





Welcome

Thank you for your interest in the position of Qualified Early Years Practitioner, Maternity Cover 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

Qualified Early Years Practitioner – Maternity Cover

£23,725 per annum pro-rata

18 Hours per week – Wednesday and Friday

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

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.

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The role of the Early Years Practitioner at Oaks Nursery is to provide a high standard of childcare and stimulating learning opportunities for children aged birth to five years.

You will hold a recognised and relevant Early Years qualification and have sound knowledge of Development Matters (2023).

As an experienced practitioner you competently observe and plan children's learning and use this knowledge to complete regular summative assessments.

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 Union staff, and students. At our last inspection in October 2022, the 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.

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:	Qualified Early Years Practitioner, Maternity Cover, 12 months Fixed Term Contract
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
<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</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>Ensure that the Health, Safety and Well-being Policy, Health and Safety policy and Nursery's Safeguarding policy is understood and adhered to at all times</p> <p>Carry out other duties and activities as required to support colleagues, or as directed by Supervisors</p>
People Responsibilities
<p>To establish good professional relationships with colleagues.</p> <p>Be professional, polite and positive in all verbal and non-verbal interactions with staff, parents and children at all times.</p>
Financial Responsibilities
Not Applicable.
Expected Behaviours
To attend training sessions, and appropriate meetings as and when required by the nursery



To contribute to the positive image of Kent Union with students, University and the local community

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

To work collaboratively and in partnership with nursery manager and colleagues

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	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
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 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 maternity post for 12 months fixed term position.
- The contracted hours are 18 hours per week (Wednesdays and Fridays 8 – 6pm)
- 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 18 hours per week (Wednesdays and Fridays 8 – 6pm).

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.

