Qualified Nursery Practitioner

St John's College

Salary: £28,000.00 - £30,396.00 (dependant on qualification and experience) + £1730.00 weighting allowance.

Department: Bainton Road Nursery

Reports to: Nursery Manager / Deputy Nursery Manager

Hours: Full time/40 hours per week (8.30am to 5.30pm Monday to Friday)

Benefits: 38 days holiday which includes Bank holidays (Two weeks holiday in the summer and one weeks holiday at Christmas and one week at Easter, to be used during nursery closure), Pension scheme, travel scheme, use of College gym

Location: Bainton Road Nursery

Bainton Road Nursery

Bainton Road Nursery is a purpose-built and state-of-the-art facility to cater for the children of students and staff of St John's College Oxford with some places also available for children of Oxford University staff and students. Located just off the Woodstock Road at the northern end of the St John's College Sports Ground with excellent transport links. The building has an external play area, facing out over the College sport fields, that is partly covered and can be used all year round. The Nursery is expected to care for approximately 26 children.

Purpose of the Post

To work as a member of the nursery team to ensure that all children attending the setting receive high quality care, are kept safe, and receive rich, stimulating and exciting play experiences. To be responsible for meeting the requirements of regulating bodies with relation to Early Years Foundation Stage (EYFS) statutory framework, special educational needs, safeguarding, health and safety and to ensure that you adhere to Bainton Road Nursery policies and procedures at all times.

Main Duties

- To assist with ensuring that the nursery provides a safe, happy, and stimulating environment appropriate for individual children, enabling them to meet their full potential.
- Deliver a key person approach.
- Ensuring the safeguarding and welfare requirements are met at all times.

- Observe, plan and evaluate appropriately for children using the EYFS curriculum for prime and specific areas of learning.
- Maintain accurate and effective children's records, using formative and summative assessments.
- Work in partnership with parents and carers.
- Ensure children's needs are met including SEND and Safeguarding.
- Ensure that the nutritional needs of the children are met and that food safety regulations are complied with.
- Undertake a shared responsibility for health, safety, and cleanliness throughout the nursery.
- Ensure the general cleanliness of the nursery is kept to a high standard at all times.
- Ensure that the children are supported to maintain high level of personal cleanliness.
- Adhere to all health and safety policies and procedures.
- Be fully aware of all emergency and security procedures relating to the nursery.
- Operate the highest standards of hygiene and cleanliness in the nursery.
- Adhere to all of Bainton Road Nursery policies and procedures.
- Mentor and role model to other staff in understanding and adhering to the nursery beliefs and ethos.

Selection Criteria

The person appointed will have the following essential qualities:

- Relevant experience working with children aged 0 to 5 years

Education and training:

- A childcare and education qualification equivalent to NVQ level 3

Knowledge:

- A sound knowledge of childcare development from birth to five years.
- Understanding and ability to deliver the Early Years Foundation Stage (EYFS) curriculum.
- An understanding of a play-based approach to children's learning and development.
- Knowledge of safeguarding procedures.

Skills and Ability:

- Good communication skills both written and verbal.
- Ability to develop effective relationships with colleagues, parents and outside agencies.

Other requirements:

- An understanding of and commitment to equal opportunities.
- A willingness to undertake further training including some evenings and weekends.
- This post requires a DBS check
- An understanding of Health and safety in the workplace.

Desirable criteria:

- Current first aid at work qualification.
- Current paediatric first aid qualification.
- A knowledge and understanding of research related to childcare and education.
- Knowledge and understanding of the statutory framework for the EYFS.

- Forest school experience
- Understanding of the role of the “key person”
- Understanding of phonics

Application procedure

How to apply

We are committed to Safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

In accordance with Safer Recruitment policy, we will not be accepting CVs for this position. All candidates are required to use the attached Application Form. All applicants are requested to fill in an Equality Monitoring Form to help us fulfil our duties as an equal opportunities employer.

The completed Application Form should be returned to vacancies@sjc.ox.ac.uk, or by post to the HR Office, St John’s College, St Giles, Oxford, OX1 3JP.

If your application is successful your appointment will be subject to:

(i) the provision of an original document which indicates your right to work in the UK,

(ii) the completion of an initial 6 month probationary period,

(iii) the completion of an enhanced DBS check.

Equal Opportunities

St John’s College is committed to providing equality of opportunity and avoiding unlawful discrimination. The policy and practice of the College require that all staff are afforded equal opportunities within employment and that entry into employment with the College and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases the ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of any protected characteristic under the Equality Act 2010.

Data Protection

All data supplied by candidates will be used only for the purpose of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 2018, General Data Protection Legislation, and the College’s Data Protection Policy and recruitment monitoring process.