

Job Description for the Post of Nursery Nurse (Ref: SS07/10)

1. **General Details**

Job Title:	Nursery Nurse
Location:	Employability & Student Support, Childcare Services
Normal workbase:	Stafford Campus
Tenure:	Permanent
Salary:	Grade 3 currently £14,491 - £16,684 per annum pro-rata

2. **Job Purpose**

To provide appropriate childcare in Staffordshire University's Childcare Service.

3. **Relationships**

Responsible to: Head of Childcare Services

4. **Main Activities**

- To adhere to the policies, procedures and quality standards set out by the Childcare Service Management Team.
- To act as a key worker for a designated group of children as required.
- To assess the development of children in the nursery and maintain records of development.
- To communicate with parents about the development and well-being of their child.
- To encourage the social, emotional, physical and educational development of children in the nursery.
- To carry out routine activities necessary for the safe and efficient running of the nursery.
- To work as a member of a team.
- To take part in fund raising activities if required.
- To attend staff meetings as required.
- To work shifts as appropriate.
- To cover at the Stoke/Stafford campus as and when necessary.
- To adhere to Children Act 1989, Health and Safety and Government requirements and National standards relevant to full day-care settings.
- To undertake any other reasonable duties as may be required.

5. **Person Sought**

Essential Criteria:

- You will be qualified to NNEB or equivalent
- Flexible approach
- Ability to work as a team member
- Good oral communication skills
- Have knowledge of child development
- Ability to assess and maintain records of development
- To have experience in working in a full day-care setting
- Enjoy working with children
- Commitment to the University's mission and delivery of the University Plan
- A willingness to engage in a structured induction programme as a start to Continuing Professional Development (CPD) at the University

6. **Special Conditions**

This is a permanent post working 25 hours per week over 5 days (5 hours per day).

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment will be subject to the University being satisfied with the outcome of an enhanced check of criminal records via the Criminal Records Bureau. This will include details of cautions, reprimands or final warnings, as well as convictions. The successful applicant will also be required to undertake a fit person's interview with OFSTED.

The University operates a Job Share Scheme. Applications from anyone interested in working part-time on a job share basis will be considered.

Additional Information

The current nursery provision consists of a 55 place, full day care nursery on the Stoke site and a 17 place full day care nursery on the Stafford site.

Date Job Description Revised

April 2008

Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

Procedure following Receipt of Applications

All applicants are asked to note that interviews will normally be held within one month of the closing date and short listed candidates will be contacted to attend for interview as appropriate.

In the interests of economy, those applicants who have not received an invitation for interview or any further communication within two months of the closing date specified are therefore asked to consider their application unsuccessful on this occasion.

The University wishes to thank all applicants for their interest in the Institution and the post advertised and for the time and trouble taken to complete the information for their application.

Completed application forms should be returned to:

Personnel Services, Staffordshire University,
PO Box 662, College Road, Stoke on Trent, ST4 2XP

Closing date for receipt of completed applications: 29 May 2008

If you require a copy of the vacancy information in large print please contact us

Appointment to the University

The University is an independent Statutory Higher Education Corporation. As such the Board of Governors of the University is the employer, and is responsible for determining the employment policy, pay and conditions of service of all its employees.

The agreed terms and conditions for all staff are set out in the University's terms and conditions of service. In addition your attention is drawn to the following general points:

Medical Clearance

The appointment is subject to satisfactory medical screening, which normally consists of completion of a confidential questionnaire.

Eligibility to Live or Work in the UK

In line with the Asylum and Immigration Act 1996, documentation is required to confirm that employees are eligible to live or work in the UK. Any offer of employment is subject to this documentation being provided.

CRB Clearance

Where indicated in the job description an offer of employment will be subject to a satisfactory response to a check of criminal records.

Pension Contributions

All members of staff are eligible to contribute to the relevant occupational Pension Scheme which is either the Local Government Pension Scheme or Teachers Pension Scheme, both of which are final salary schemes. Staffordshire University as the employer also contributes to each scheme.

Sickness Pay

An employee absent from duty due to illness will be entitled to receive paid sickness leave, as set out in the University's terms and conditions of service.

Payment of Salary

Salary is payable monthly in arrears, normally on the last Wednesday of each month. Payment is made by direct credit to a recognised bank/building society/giro account. All new employees should ensure that the relevant details for credit transfer are completed on the standard form issued on appointment.

Annual Leave

Individuals are entitled to the following leave entitlements based on the grade of the post with effect from 1st August 2007 onwards: -

Grade	Number of Days Worked per Week*		
	4	5	6
One	24	29	35
Two	24	29	35
Three	24	29	35
Four	26	32	41
Five	26	32	41
Six	26	32	41
Seven	30	37	45
Eight	30	37	45
Nine	30	37	45
Ten	30	37	45
Eleven	30	37	45
Twelve	30	37	45
Thirteen	30	37	45
Fourteen	30	37	45

* This refers to those members of staff who work full time hours but on a standard 5 day working cycle or those operating a shift pattern over 4 or 6 working days. This does not refer to staff on fractional contracts.

In addition there are 11 Bank, Extra Statutory and Discretionary Holidays as follows:

- Good Friday
- Easter Monday
- May Day
- Spring Bank Holiday Monday
- Late Summer Bank Holiday Monday
- Christmas Day to New Year's Day (inclusive)

Trade Union Membership

The University believes that the interests of both the employer and employee are best served by individuals joining a recognised Trade Union. The Board of Governors of the University has recognised the following Trade Unions to operate within the university - UCU and UNISON.