Dear Applicant

Re: Nursery Practitioner

Thank you for the interest you have shown in the above role. Please find enclosed the specific role requirements and duties for this post detailed within this document.

Little Owls Day Nursery is a brand new nursery based in a separate building on the grounds of Dove House Hospice on Chamberlain Road in East Hull. The nursery has the capacity to care for around 40-50 children from the local community in a newly refurbished building with outdoor play areas.

Interview Date: Week commencing 25th July 2016

Terms of Service

The terms and conditions of the post are:

1. Salary: £15,500 per annum pro rata (actual salary £7,750 - £9,687, dependant on hours worked)

2. Hours of work: Part Time – a minimum of 20 or 25 hours per week. Start and finish times to be discussed at interview.

3. The annual leave entitlement is 22 days per year plus bank holidays pro rata.

Plus

- Life assurance of 3 times annual salary
- A high quality group pension plan which the employer will pay a contribution of 7% against an employee contribution of 3%
- Up to an extra 5 days annual leave based on length of service
- The option to buy an additional 1 week of annual leave (subject to approval)
- Access to a subsidised canteen serving a variety of hot and cold homemade food daily
- Option to receive a free annual flu jab
- Option to join an “Employee Christmas Savings Club”
- Opportunities for career development
- Staff support services
- Free car parking
How to Apply

To apply for this role, please provide an up to date CV along with a covering letter and send it to the address below by Thursday, 14th July 2016 at 5.00pm.

Michelle Broadley
Human Resources
Dove House Hospice
Chamberlain Road
Hull
HU8 8DH

Alternatively this can be emailed to: m.broadley@dovehouse.org.uk

Please note that due to the nature of this role, the successful candidate will be asked to apply for an Enhanced check with Barred List Check (Children) for regulated activity through the Disclosure and Barring Service. This will contain details of all convictions on the Police National Computer including cautions, reprimands or final warnings which would not be filtered in line with current guidance. A criminal record will not necessarily be a bar to obtaining employment.

If you would like further information before deciding to proceed with your application please contact Kerry Farquhar, Nursery Manager on (01482) 785778 or email nursery@dovehouse.org.uk

Dove House Hospice Ltd (the employing body for the nursery) aims to maintain a professional, caring and efficient workforce. In dealing with applications for employment we intend to select the best available person for every vacancy, regardless of gender, race, marital status, disability, religious beliefs, political beliefs, age or sexual orientation.

As a charity, it is important that we keep our expenses to a minimum. To this end, it is our policy not to reply to applicants who have not been short-listed. Therefore, if you have not heard from the hospice within four weeks of the closing date you should assume that your application has been unsuccessful. If you do not receive an invitation to interview, and would like to find out why you have not been short-listed, please do not hesitate to contact Michelle Broadley, Recruitment and Development Officer, on 01482 784343 or email m.broadley@dovehouse.org.uk

Yours sincerely

Michelle Broadley
Recruitment & Development Officer
1. **JOB TITLE:** Nursery Practitioner  
**REPORTS TO:** Nursery Manager / Deputy Nursery Manager  
**ACCOUNTABLE TO:** Nursery Manager  
**DEPARTMENT:** Nursery  
**PLACE OF WORK:** Any premises operated by the Company  
**VERSION DATE:** March 2016  
**REVIEW DATE:** March 2017

2. **VISION:**  
The nursery provides a caring, safe, nurturing and happy learning environment for all children and young people and is a place where everyone is known and valued. United our staff are passionate, positive and professional in their work and encourage children to learn and develop as individuals.  
An ethos of delivering high quality care and early education is one that is shared with the hospice which is the nursery’s owner and operator.

3. **JOB SUMMARY:**  
1. To provide a high standard of physical, emotional, social and intellectual care for children cared for in the setting.  
2. To give support to other staff within the setting.  
3. To work as part of a team in order to provide an enabling environment in which each individual child can play, develop and learn.  
4. To build and maintain strong partnership working with parents to enable children’s needs to be met.

4. **MAIN RESPONSIBILITIES:**  
1. To effectively deliver the EYFS ensuring that the individual needs and interests of children in the setting are met (in conjunction with other team members).  
2. To keep records of your key children’s development and learning journeys and share with parents, carers and other key adults in the child’s life.  
3. Support all staff and engage in a good staff team.  
4. To develop and maintain strong partnerships and communication with parents/carers to facilitate day-to-day caring and early learning needs.
5. To ensure the provision meets the needs of individual children having an awareness of any disabilities, family cultures and medical histories.

6. To advise manager/deputy of any concerns, e.g. over children, parents, the safety of the environment, preserving confidentiality as necessary.

7. To be involved in out of working hours activities, e.g. training, monthly staff meetings, open days etc.

8. To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snacks, cleansing of equipment, etc.

9. To work alongside the manager and staff team to ensure that the setting’s philosophy is fulfilled.

10. To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting.

11. To develop your role within the team, especially with regard to being a key person

12. To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.

13. To be aware of the high profile of the setting and to uphold its standards at all times, both in work hours and outside.

14. To support nursery assistants, students and volunteers.

15. To ensure good standards of safety, hygiene and cleanliness are maintained at all times.

16. To undertake and lead on additional responsibilities such as SENCO, training co-ordinator, safeguarding Officer etc.

17. Undertake any other relevant duties as reasonably requested by the Nursery Manager/ Deputy Nursery Manager.

NB This job description may be amended in consultation with the post holder in the light of on-going, changing Organisational needs.

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<th>HEALTH &amp; SAFETY:</th>
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<td>All employees have a duty of care towards themselves and others in relation to the Health and Safety at Work Act 1974. As such your duties will include:</td>
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<td>1. Making yourself familiar with our health and safety policy.</td>
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<td>2. To abide by the above mentioned general health and safety rules, procedures and responsibilities at all times.</td>
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<td>3. No action is to be taken by you which could threaten the health and safety of yourself, other employees or other persons.</td>
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<td>4. At all times to report any unsafe conditions, or acts.</td>
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<td>5. To undertake any training as required by the organisation that may help you achieve the above responsibilities.</td>
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## Person Specification

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### 2. ESSENTIAL

1. Minimum of a full and relevant Level 3 qualification (as defined by the CWDC).
2. Experience in working with young children in an early years setting
3. Knowledge of legislation relevant to Early Years such as EYFS, SEN, Data Protection and the Childcare Act 2006
4. Ability to communicate well with adults and children
5. Ability to work as part of a team
6. Knowledge of child development and supporting individual children’s needs

### 3. DESIRABLE

1. Current paediatric first aid certificate
2. Basic food hygiene certificate
3. Experience of implementation of EYFS
4. Experience of working in partnership with parents