

## RECRUITMENT PACK

This document includes the following information:

- Job Description
- Person Specification
- Additional information

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### Making an application:

When completing the on-line application form you will be asked to answer questions to help you demonstrate how you meet the requirements of the post. Your answers will be used at the shortlisting and interview stages of the recruitment process. We therefore recommend that you take a copy of this recruitment pack to help with your preparation.

NOTE: You don't have to answer the questions in one attempt but can save your incomplete application and return to it at another time. You may want to draft your answers using Microsoft Word and then copy your text into the application form. Please be aware that formatting (e.g. underline, bold, bulleting) will be lost in this process. If you are using an Apple product you will need to use an alternative web browser to Safari such as Google Chrome.

- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
- **We recommend that you take a copy of this recruitment pack to help with your preparation.**

### Our commitment to Equality, Diversity and Inclusion

At Essex our people are at the centre of everything we do and we aspire to build a culture in which every member of the University feels valued and can flourish.

We are committed to equality of opportunity, to being fair and inclusive. We therefore particularly encourage applications from candidates who are likely to be underrepresented in our workforce. These include people from Black, Asian and Minority Ethnic backgrounds; disabled people and LGBTQ+ people and from women in our grades 9-11 roles.

The [diversity of our community](#) is more than where our staff and students come from. More than 1000 of our staff and students identify as LGBTQ+, more than 1,300 have declared a disability and many members of our community follow a religion or belief.

You can read more about our commitment to Equality, Diversity and Inclusion [here](#).

Our [Strategy](#) sets out how we will do this through the delivery of a fair and supportive working environment for all.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation [AccessAble](#) who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206 876559) for help.

***\*\*Please note that this vacancy is being advertised on a rolling basis. Applications will be reviewed weekly, and interviews scheduled on a regular basis whilst the role continues to be advertised. Potential applicants should be aware that the University reserves the right to withdraw this role at short notice if the position is filled early\*\****

University of Essex Campus Services Limited (UECS) is a wholly owned company of the University of Essex. Please note that this post is being advertised by the University on behalf of UECS and some aspects of the information provided on the University recruitment website will not apply to this appointment. The Terms of Appointment relating to this post are published on the website alongside this document.

Data Protection: UECS shares recruitment data with the University of Essex who provide human resources services.

**JOB DESCRIPTION – Job ref REQ09920**

<b>Job Title and Band:</b>	Early Years Assistant UECS Band B
<b>Contract:</b>	Permanent, Full-time
<b>Hours:</b>	Your hours of work are as required to perform the duties of your role, for a full-time employee this is normally 38 hours per week.
<b>Salary:</b>	£24,966 pro rata per annum (12.60 per hour)
<b>Department:</b>	Wivenhoe Park Day Nursery - UECS
<b>Responsible to:</b>	Nursery Manager
<b>Reports on a day to day basis to:</b>	Senior Early Years Educator
<b>Purpose of job:</b>	To offer high quality care and education for children in accordance with established policies and procedures of the day nursery.

**Duties of the Post:**

**The main duties of the post will include:**

- To be able to support and implement learning opportunities for children aged 0-5 years
- To care, value and respect children.
- To support the team to develop a stimulating environment in which children are encouraged to socialise and develop to their full potential.
- To work as a team with other professionals to achieve the best outcomes for children.
- To speak confidently to parents about the nursery and the children in the nursery.
- To follow instruction from Room Seniors in relation to Ofsted requirements and health and safety guidelines at all times.
- To have an understanding about the safeguarding procedures and be willing to undertake training in this.
- To value outdoor learning and actively engage in outdoor learning experiences, supporting activities and observing learning in the same way as the indoor leaning environment is used.
- To care for the wellbeing of the children, washing after 'accidents', first aid and care of children taken ill until parents collect them.
- To work as part of a team and be able to use your own initiative.
- To support the serving of meals and snacks to a group of children, and clear away afterwards.
- To maintain a high standard of hygiene, cleanliness and safety in all areas of the Day Nursery and at the end of the day to enable cleaning staff to thoroughly clean the rooms.
- To attend staff meetings and training to ensure they are up to date with legislation and strategies of best practice.
- It is expected that in emergency and unusual situations all staff will help with whatever duties are necessary to ensure the effective operation of the Day Nursery.

**General duties of the post will include:**

- To have an understanding of the support the staff may need whilst completing children observations.
- To work as a team to support maintaining an outstanding Early Years Environment.



University of Essex Campus Services Limited

**University of Essex Campus Services Limited**

Wivenhoe Park Colchester CO4 3SQ United Kingdom

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www.essex.ac.uk/uecs

- To be responsible for the safety and wellbeing of all children in the Day Nursery at all times.
- To ensure you have an up-to-date Safeguarding Certificate.
- To exhibit the highest standards of service and friendliness and to maintain at all times a high standard of professionalism especially in relation to work practices, confidentiality and integrity.
- To be committed to equal opportunities.
- To follow health and Safety guidelines at all times
- Any other duties as may be assigned from time to time by the Duty Manager or their nominee

***These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.***

**Terms of Appointment**

For a full description of the terms of appointment for this post please visit our [website](#).

## PERSON SPECIFICATION

<b>JOB TITLE: Early Years Assistant REQ09920</b>
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### Qualifications /Training

	Essential	Desirable
▪ NVQ childcare qualification or equivalent	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Paediatric First Aid	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### Experience/Knowledge

	Essential	Desirable
▪ Previous experience in childcare setting	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of working with children under the age of 5	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Understanding of the Early Years Foundation Stage	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of working in a multi-cultural environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### Skills/Abilities

	Essential	Desirable
▪ Ability to communicate clearly and effectively with children, parent and colleagues	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent organisation skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Good team player	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### Other

	Essential	Desirable
▪ Ability to meet the requirements of UK 'right to work' legislation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to fulfil the requirements of a DBS check	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ To maintain a confident and professional approach	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ To undertake the physical aspects of the post.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

\* In accordance with Home Office guidance and the Asylum, Immigration and Nationality Act 2006 the University of Essex has a responsibility to ensure all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. For those who do not have a right to work in the UK, the University is a UKVI licensed sponsor and may be able to provide sponsorship to successful candidates who are offered skilled roles and meet the eligibility criteria. Further information about UK immigration requirements and working in the UK can be found on the Home Office website [www.gov.uk/skilled-worker-visa](http://www.gov.uk/skilled-worker-visa)

## ADDITIONAL INFORMATION

### Wivenhoe Park Day Nursery

You can find more information about the department at the following:  
<http://www.wivenhoeparkdaynursery.co.uk/>

### General information

Informal enquiries may be made to Lucy Rose, Nursery manager (telephone: 01206 873224 e-mail: [nursery@essex.ac.uk](mailto:nursery@essex.ac.uk)). However, all applications must be made online.

### Salary

**We advertise our salaries on a range to indicate the trajectory of progression that can be made dependent on qualification and experience. Appointments are usually made at the start of the salary range.**

Due to the nature of the work, applicants who are offered employment will be subject to an Enhanced DBS before the appointment is confirmed. This will include details of all cautions, reprimands or final warnings as well as convictions.

We encourage applicants to provide details of all warnings, reprimands, cautions or criminal offences at an early stage in the application process. Should you wish to declare such information, please email the Resourcing Team in confidence, ([resourcing@essex.ac.uk](mailto:resourcing@essex.ac.uk)) attaching brief details. We guarantee that this information is shared only with the recruiting manager.

A copy of the University of Essex policy on the recruitment of ex-offenders is available on the University website: <https://www.essex.ac.uk/staff/recruiting-staff/recruitment-of-ex-offenders-and-disclosure-and-barring-service>

Having a criminal record will not necessarily bar you from working with us – this will depend on the nature of the position and the circumstances and background to your offence.

***Any applicants that are offered employment will be subject to completion of enhanced referencing before appointment can be confirmed.*** To satisfy the enhanced referencing you will need to provide the names of referees who can cover a 3 year employment/ Education history. If you have not been in employment or education for any period over 1 month in the past 3 years please provide details of a person who is not a member of your immediate family or a close personal friend who will be able to confirm your suitability for the role.

**University of Essex Campus Services Limited  
 Benefits**

▪ <b>competitive salaries</b>	▪ <b>training and development</b>
▪ <b>childcare facilities</b>	▪ <b>generous holiday scheme</b>

**Campus Services will focus on 5 core principles:**

1. To develop and operate the commercial facilities at the University of Essex with the highest standards of customer care and value for money to enhance the student and staff experience.
2. To collaborate with Academic Departments and Professional Services.
3. To engage actively with the local and regional community to further the reputation of the University of Essex.
4. To champion a team culture with succession planning and remuneration firmly anchored on performance.
5. To deliver annual growth in surplus for the University of Essex.

**Campus Services**

Created in 2010, the Campus Services directorate brings together existing staff and student commercial services, with a combined turnover of £21m and total staff of over 230 full-time equivalents. Services delivered under the Campus Services umbrella are critical to enabling the University to deliver the objectives in its strategic plan – improving the student experience, facilitating growth and improving the financial performance of the University.

Some business units within Campus Services – Event Essex, Wivenhoe Park Day Nursery – are part of University of Essex Campus Services Limited, a wholly owned subsidiary of the University of Essex.

**Accommodation Essex**

Accommodation Essex contributes to a positive student experience by providing a safe and supported environment in which students can develop personally and academically. The University of Essex offers a wide range of accommodation suited to a variety of needs all within walking distance of the academic departments and campus facilities at both Southend and Colchester campuses.

You can find more information about the department at the following link

<https://www.essex.ac.uk/life/accommodation>

**Essex Sport**

The Colchester Campus Sports Centre offers excellent indoor and outdoor facilities including the £1.4 million refurbished gym and fitness rooms. There are a wide range of opportunities to participate in sport, exercise and health at great value for students, staff and the local community.

**Wivenhoe House Hotel**

Wivenhoe House is a four star country house hotel, set in parkland on campus. It is also home to the Edge Hotel School.

**Essex Food**

Through their many catering outlets and delivered hospitality service, Essex Food provides a professional and courteous customer led service to students, staff and visitors. The promotion of a nutritious, and value for money hospitality service, together with respect and dignity for customers and staff are the cornerstones of their business.

### **Event Essex**

Event Essex promotes the vast range of University of Essex conference, meeting and event venues in Colchester and Southend to businesses and public sector organisations locally, regionally and nationally. The dedicated team offers an expert event planning and co-ordination service.

### **Wivenhoe Park Day Nursery**

Set in the peaceful surroundings of Wivenhoe Park, the purpose built Wivenhoe Park Day Nursery offers outstanding day care to children from 3 months to 5 years, as well as holiday clubs for children from 5-11 years. Places are open to all, including the public.

### **everythingEssex**

In 2011, Campus Services began co-ordinating official University of Essex merchandise and gifts. This exciting project included product development and improving routes to market. Merchandise is available on the **everything Essex** outlet at the Colchester campus.

Further information on Campus Services can be found via [www.essex.ac.uk/uecs](http://www.essex.ac.uk/uecs).

### **University of Essex Campus Services Limited**

The successful candidate will be employed by University of Essex Campus Services Limited, a wholly owned subsidiary of the University of Essex. The company was established to manage the commercial operations at the University of Essex. The terms of employment for this role are specific to University of Essex Campus Services Ltd.

### **The University of Essex – a profile**

The University of Essex was founded in 1964 when it opened its doors to a cohort of just 122 students. Since then, we have grown in both reputation and size. There are now more than 16,500 students studying at three campuses - in Colchester, Southend and Loughton (East 15 Acting School). All academic activity is organised into three faculties – Humanities, Science and Health and Social Sciences.

### **Staff communities, networks and forums**

We are proud to have a number of [staff Networks](#) including: [Access Forum](#), [Black Asian and Minority Ethnic community Staff Forum](#), [Essex Women's Network](#), [Global Forum](#), [LGBTQ+ and Allies Community](#) and [Parent's Support Network](#).

Our Colchester campus based [Faith Centre](#) hosts regular services, meetings and events organised by our chaplains and faith representatives.

**This document is produced by:**

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