University of Essex Campus Services Limited
Wivenhoe Park Colchester CO4 3SQ United Kingdom
**T** 01206 873753 **E** uecs@essex.ac.uk
www.essex.ac.uk/uecs

# 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**
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.

We recognise the value that diversity brings and so we want to recruit, develop, retain and motivate an increasingly diverse workforce. We also want to attract people who will be good citizens, who will contribute to the life of the University and whose behaviour will have a positive impact on those around them.

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 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****

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 resourcing@essex.ac.uk for help.

**Interviews will be taking place on a regular basis and you will be informed of the next available date.**

**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.**

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**JOB DESCRIPTION – REQ09459**

| | |
|---|---|
| **Job Title and Grade:** | Senior Early Years Educator<br>UECS Band D |
| **Contract:** | Permanent full time* (Possibility of Fixed term available too – see general information) |
| **Hours:** | 38 hours per week to be worked as required within the working operational window of 8am to 6pm, Monday to Friday, worked over 4 days with an allocated weekday off. |
| **Salary:** | £27,629 - £29,078 per annum*(See general information) |
| **Department/Section:** | Wivenhoe Park Day Nursery - UECS |
| **Responsible to:** | Early Years Practice Manager |
| **Reports on a day to day basis to:** | Deputy Manager/ Early Years Practice Manager |
| **Purpose of job:** | To be responsible for leading a team of staff and creating an effective environment for a group of children whilst also supporting the Nursery Management Team to ensure the effective running of the Nursery in accordance with the established policies and procedures. |

**Duties of the Post:**

**The post will involve manual duties, bending, stretching and lifting, and will include the following:**

**CHILDCARE, LEARNING AND DEVELOPMENT**

- To prepare and supervise suitable activities to create and develop a stimulating environment in which children are encouraged to socialise and develop to their full potential.
- To be an effective key person, responsible for planning and implementing learning opportunities specific to the needs of your key children, assessing and recording their progress of learning.
- To liaise with other professionals when needed to maximise the opportunities for your key children to develop to their full potential
- To work closely with parents, meeting on a regular basis to keep them informed of their child's progress.
- To act as a buddy in the absence of a team member to support their key children.
- To implement strong parent partnerships within your group and ensure meetings with the parents take place each term.
- To value outdoor learning and actively engage in leading outdoor learning experiences throughout the year, planning 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 raise any safeguarding concerns without delay.

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- To help create attractive displays of children's work which are regularly changed and kept presentable.

- To set up and serve meals to a group of children, facilitating the children's independence throughout, 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 participate in running the summer vacation Holiday Club.

- To assist in the organisation of extra-curricular activities including social functions for parents and fund raising events.

- To attend staff meetings and training to ensure you remain up to date with any changes to legislation and implementation of best practice.

- To work with other professionals if needed to promote learning outcomes for children, support for parents and the development of the nursery.

- 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.

**MANAGEMENT DUTIES**

- To lead, manage and motivate a team of Early Years Educators and an Assistant Senior Early Years Educator. This will include supervision and performance development reviews, training and development and performance management, ensuring that staff achieve the necessary standard of performance, taking corrective action as appropriate.

- To ensure the daily routine is implemented, ensuring the children's individual targets are the focus for development.

- To ensure the smooth running of the Day Nursery rooms through effective staff delegation.

- To be flexible in times of emergency and staff absence to ensure there is adequate cover.

- To create a development plan for your room that underpins the Ofsted requirements.

- To respond to any parental complaints in a sensitive and timely manner, seeking advice from the Nursery Manager and deputy Managers as appropriate.

- To challenge unprofessional behaviour ensuring you are an excellent role model at all times.

- To provide cover for other Senior Early Years Educators as required.

- To monitor health and safety within your room, making necessary changes to the environment if needed.

- To ensure that staff follow Health and Safety guidelines at all times particularly; C.O.S.H.H. (Control of Substances Hazardous to Health), P.P.E. (Personal Protective Equipment), Working at Heights, Manual Handling, Methods of Work and Risk Assessments.

- Selling the nursery service to prospective clients effectively, answering any queries and attending marketing and promotional events as required.

- Host regular meetings for your team and facilitate staff training.
- To be involved in the training of students and apprentices, and cooperate with student projects.
- Assist the Nursery Manager and Deputy Manager in arranging and implementing staff rotas / lunch cover as required.

**GENERAL DUTIES**

- To work in accordance with the Day Nursery policies and procedures.
- To implement the requirements of the Early Years Foundation Stage.
- To develop and sustain an outstanding Early Years environment.
- To be responsible for the safety and wellbeing of all children in the Day Nursery at all times.
- To maintain an up to date safeguarding certificate and promote high standards of safeguarding practices at all times.
- To maintain a qualification in paediatric first aid.
- To undertake continuous professional development in order to keep informed of new legislation and best practice in all childcare fields.
- To exhibit the highest standards of service 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, particularly:
  - C.O.S.H.H (Control of Substances Hazardous to Health)
  - P.P.E (Personal Protective Equipment)
  - Working at Heights
  - Manual Handling
  - Methods of Work
  - Risk Assessments
- To comply with the requirements of Data Protection by ensuring confidentiality when dealing with staff, children or parents and record keeping.
- To undertake reception duties as required.
- To attend management staff meetings as organised by the Nursery Manager and provide updates to staff accordingly.
- Any other duties as may be required from time to time by the Nursery Manager or his/her 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.

August 2025

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## PERSON SPECIFICATION

**JOB TITLE: Senior Early Years Educator REQ09459**

- **Qualifications /Training**

| | Essential | Desirable |
|---|---|---|
| ▪ NVQ level 3 childcare or equivalent | ☒ | ☐ |
| ▪ Paediatric First Aid | ☒ | ☐ |
| ▪ Level 2 Certificate in Safeguarding Children | ☒ | ☐ |
| ▪ NVQ in Level 3 in Management | ☐ | ☒ |
| ▪ Minimum GCSE grade C or equivalent in English and Maths | ☒ | ☐ |
| ▪ IOSH certificate | ☐ | ☒ |

**Experience/Knowledge**

| | Essential | Desirable |
|---|---|---|
| ▪ Experience of managing and motivating a team of EYEs | ☒ | ☐ |
| ▪ Experience of working with children under the age of 5 | ☒ | ☐ |
| ▪ Understanding of the Early Years Foundation Stage | ☒ | ☐ |
| ▪ Understanding of learning journals and record keeping | ☒ | ☐ |
| ▪ Experience of working in a multi-cultural environment | ☒ | ☐ |
| ▪ Awareness and knowledge of Health and Safety legislation relating to manual handling and working practices. | ☐ | ☒ |

**Skills/Abilities**

| | Essential | Desirable |
|---|---|---|
| ▪ Ability to communicate clearly and effectively with children, parents and colleagues | ☒ | ☐ |
| ▪ The ability to plan and organise resources effectively | ☒ | ☐ |
| ▪ The ability to work effectively as part of a team, as well as on own initiative | ☒ | ☐ |
| ▪ The ability to manage the performance of staff effectively | ☒ | ☐ |
| ▪ Able to use Microsoft software especially Outlook and Word. | ☒ | ☐ |

**Other**

| | Essential | Desirable |
|---|---|---|
| ▪ Ability to meet the requirements of UK 'right to work' legislation* | ☒ | ☐ |
| ▪ The ability to fulfil the requirements of a DBS check | ☒ | ☐ |
| ▪ To maintain a confident and professional approach | ☒ | ☐ |
| ▪ To undertake the physical aspects of the post. | ☒ | ☐ |

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***** 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

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**General Information**

**Wivenhoe Park Day Nursery**

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

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

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) 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.

***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.***

***Contract type***
***There is a possibility there will be a fixed term position available in addition to the full time permanent post. Please state clearly on the application form if you would like to be considered for the fixed term post.**
***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.**

**Terms of Appointment**
For a full description of the terms of appointment for this post please visit our website.

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# ADDITIONAL INFORMATION

## University of Essex Campus Services Limited
## Benefits

| | |
|---|---|
| ▪ **competitive salaries** | ▪ **training and development** |
| ▪ **childcare facilities** | ▪ **generous holiday scheme** |

**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 and 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
**http://www.essex.ac.uk/accommodation/**

**Essex Sport**
The Colchester Campus Sports Centre offers excellent indoor and outdoor facilities including the £1.4 million refurbed 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.

**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:**

**Resourcing Team**
**People & Culture**
**University of Essex**
**Wivenhoe Park**
**Colchester CO4 3SQ**
**United Kingdom**
**Email: resourcing@essex.ac.uk**

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