

JOB TITLE: Nursery Nurse

BASE: Sandwell Day Nursery

CONTRACTED HOURS:

GRADE:

RESPONSIBLE TO: Nursery Manager/ Deputy

ACCOUNTABLE TO: General Manager - Workforce

JOB SUMMARY

To provide a high standard of childcare. To treat all children equally and fairly. To work effectively within the nursery team supporting colleagues. To communicate effectively with parents/carers.

MAIN RESPONSIBILITIES

Childcare Responsibilities

1. To open up and secure nursery premises at the end of the day.
2. To take an active part in all aspects of nursery routines including toileting, basic meal preparation and nappy changes.
3. Under the direction of the Nursery Manager to plan daily activities including aims and learning objectives.
4. To provide a safe and stimulating environment which encourages babies and children to develop
5. To promote equal opportunities at all times.
6. To be aware of children's needs showing an understanding of different cultures, religious beliefs and family structures.
7. To be aware of the SEN Code of Practice and ensure all activities and the nursery environment comply with it.
8. To manage children's behaviour while still promoting their development and self esteem, seeking advice from the Nursery Manager/Deputy where necessary.
9. To complete appropriate documentation including accident forms, medical forms, registers daily records, observations and developmental records.
10. To liaise with parents ensuring excellent continuity of care is maintained and confidentiality adhered to.

11. To discuss the progress of children with colleagues and parents involving the Nursery Manager/Deputy as appropriate.

Health and Safety Responsibilities

1. To report and record any injuries, illnesses or concerns to the Nursery Manager.
2. To ensure that all nursery equipment is cleaned and maintained to a high standard and anything faulty is reported to the Nursery Manager.
3. To arrange and be responsible for the health and safety of children and comply with Nursery policies when taking children off site.
4. To administer basic first aid.
5. To administer prescribed and non-prescribed medication as authorised by parents.
6. To be aware of food hygiene procedures and children's individual dietary needs.
7. To participate in regular fire and intruder drills

General Nursery Procedures

1. To adhere to nursery and Trust policies and procedures including the Children's Act, OFSTED regulations, social services and child protection policies.
2. To act as a named person for a specific area of nursery practice e.g. health and safety.
3. To attend staff meetings, open days and training sessions as required.
4. To provide support to colleagues.
5. To act as first point of contact and refer issues as appropriate.
6. To undertake basic housekeeping duties.
7. To work flexible hours and on a shift rota basis to maintain staff/child ratios.

CONFIDENTIALITY:

The post holder must maintain confidentiality of information relating to children/carers, staff and other Health Service business.

HEALTH AND SAFETY:

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act (1974) and the Manual Handling Operations Regulations (1992). This ensures that the agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors to the Trust.

As a manager you will be responsible for the Trust's policy on Health and Safety and for taking all reasonable steps to maintain and where necessary to improve health and safety standards. This will include training to ensure that all employees are able to carry out their health and safety responsibilities effectively.

RISK MANAGEMENT:

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

Cjr/job-des-nurseries nursery nurse revised 26.11.2012

EQUAL OPPORTUNITIES:

The trust has a clear commitment to its equal opportunities policy and it is the duty of every employee to comply with the detail and spirit of the policy.

CONFLICT OF INTEREST:

The Trust is responsible for ensuring that the service provided for patients in its care meets the highest standard. Equally it is responsible for ensuring that staff does not abuse their official position for personal gain or to benefit their family or friends. The Trust's Standing Orders require any officer to declare any interest, direct or indirect with contracts involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties.

USE OF INFORMATION TECHNOLOGY

To undertake duties and development related to computerised information management to meet the changing needs and priorities of the Trust as determined by your manager and in accordance with the grade of the post.

SMOKING:

This Trust acknowledges its responsibility to provide a safe, smoke free environment, for its employees, service users and visitors. Smoking is therefore not permitted at any point whilst on duty, in accordance with the guidelines set down within the Trust No-Smoking Policy.

The above duties and responsibilities are intended to represent current priorities and are not meant to be a conclusive list. The post holder may from time to time be asked to undertake other reasonable duties. Any changes will be made in discussion with the post holder in the light of service needs.

PERSON SPECIFICATION

Post Title: Nursery Nurse

Division/Department: Trust Day Nursery

ATTRIBUTE	ESSENTIAL	HOW IDENTIFIED	DESIRABLE	HOW IDENTIFIED
Experience	<ul style="list-style-type: none"> 6 months child care experience 	AF I	2 years Childcare Experience	AF I
Qualifications	<ul style="list-style-type: none"> Appropriate professional qualification NVQ 2 in Childcare or Early Years 	AF I	First Aid Certificate Food Hygiene	AF I
Personal Qualities	<ul style="list-style-type: none"> Be able to work as part of a team; work on own initiative; 	I		
Management / Supervision / Coordination skills	<ul style="list-style-type: none"> Manage a key group of children 	I AF		
Written skills	<ul style="list-style-type: none"> Be proficient in reading and writing Be able to follow written instructions Be able to complete documentation e.g. child development/assessments 	I AF		I
Communication/Verbal skills	<ul style="list-style-type: none"> Able to communicate with children/carers/relatives, including confidential issues. Required to communicate using a variety of mediums (face-to-face/telephone). May be barriers to understanding uses tact, persuasion and reassurance skills 	I	Basic I.T. skills	AF
Responsibility for financial and physical resources				
Knowledge	<ul style="list-style-type: none"> OFSTED standards, Children's Act, diversity issues Child protection, child development; health and safety 	I	Birth to 3 Matters Foundation stage curriculum	I AF
Physical skills	<ul style="list-style-type: none"> Capable of manual handling 	I		
Mental Effort	<ul style="list-style-type: none"> Ability to deal with competing priorities and frequent interruptions 	I		
Working Conditions	<ul style="list-style-type: none"> Ability to work in an environment with unpleasant smells and noise Willing to come into contact with bodily fluids 	I		
Emotional Effort	<ul style="list-style-type: none"> Ability to deal with sensitive issues with parents/carers 	I		
Other	<ul style="list-style-type: none"> Able to work flexible hours and on a shift rota to comply with staff/child ratios 			

How tested: AF - Application Form T - Test
 I - Interview P - Presentation