

PERSON SPECIFICATION

The person specification defines the skills, knowledge and experience required to carry out the job and will also be used in the short listing and interview processes.

Department: Children and Young People ICSU		
Designation: Community Nursery Nurse/Family Health Advisor, Universal Services		Band: 4
REQUIREMENTS		
EDUCATION and EXPERIENCE		
E1	CACHE Level 3 Diploma in Child Care and Education & 4 GCSEs, including English and maths (A –C) or NVQ Level 3 in Children’s Care, Learning and Development (C&G, EDEXEL) or NVQ Level 3 Child Care Learning and Development (CACHE) or Level 4 Certificate in Early Years Practice (OU) or Level 3 BTEC National Diploma in Early Years (EDEXEL) & four GCSEs/S grades (A-C/1-3)	A
E2	Experience working in the community and/or with children and families	A/I
KNOWLEDGE, SKILLS and ABILITY		
E3	Excellent communication skills: IT, written and oral	A/I
E4	Willingness to support management of change.	A/I
E5	High levels of clinical skills, with the ability to identify, respond to and evaluate health needs.	A/I
E6	Knowledge of current legislation and national guidance.	A/I
E7	Ability to apply research to practice.	A/I
E8	Understanding of the safeguarding process and child protection procedures, clinical governance arrangements and the ability to make decisions in these areas.	A/I
E9	Ability to set personal objectives, and manage time, priorities and stressful situations	A/I
E10	Ability to delegate work appropriately and safely.	A/I
E11	Ability to work as part of a team.	A/I
E12	Evidence of Continuing Professional Development.	A/I
E13	Commitment to the development of excellent services, which focus on improved outcomes for children.	A/I
E14	Awareness of Equal Opportunities and Valuing Diversity	A/I
E15	Knowledge of infection control standards.	
E= Essential D= Desirable		
Assessed by: A= Application I = Interview		

Nursery Nurse Band 4: Knowledge Skills Framework Outline Form

This form should be completed for each role identified within the Trust. There is a requirement to indicate the subset KSF levels to be achieved for use in foundation gateways as well as the KSF levels to be achieved at the second gateway.

	KSF DIMENSION	NEEDED FOR POST?	LEVELS				NOTES
			1	2	3	4	
CORE DIMENSIONS	1 Communication	Yes		O	X		Promotes effective communication. Aware of barriers to communication. Communicates with the first/preferred language of client. Requires good IT, written and oral skills
	2 Personal & People Development	Yes		OX			Identifies own personal needs and sets objectives in agreement with line manager. Maintains own portfolio. Willingness to extend knowledge and skills. Contributes to the learning environment within the team. Applies a reflective approach to own role and is aware of own level of competence.
	3 Health Safety & Security	Yes		OX			Is aware of Trust policies and risk assessment procedures. Supports staff and users in maintaining health, safety and security. Intervenes to prevent others from risk. Reports any issues of health and safety to line manager.
	4 Service Improvement	Yes		OX			Supports audit, clinical effectiveness and user satisfactions surveys. Adapts own practice as agreed with line manager. Alerts line manager when policies etc adversely affect service users.
	5 Quality	Yes	O	X			Participates in clinical audit. Reports complaints and incidents. Alerts line manager to informal complaints. Uses and maintains resources efficiently and effectively.
	6 Equality & Diversity	YES		OX			Acts in accordance with legislation, policies and procedures. Takes account of behaviour and its effect on others. Is aware of and respects people's beliefs, preferences and choices.

HEALTH & WELLBEING	HWB1 Promotion of health and wellbeing and prevention of adverse effects to health and wellbeing	YES	O	X			Plans and delivers health promotion sessions in a range of settings e.g. parent support groups. Forges links with local partners such as, children's centres, nurseries. Contributes to the running of child health clinics, and offers advice on issues such as diet, play, behaviour. Participates in the child health promotion programme as delegated by the health visitor. Offers home visits to users as appropriate, and as delegated by the health visitor.
	HWB2 Assessment and care planning to meet people's health and wellbeing needs	YES		O	X		Conducts children's health needs assessment with parents as delegated by health visitor. Records and monitors evidence based care plans. Agrees care plan with health visitor/team leader and provides feedback.
	HWB3 Protection of health and wellbeing	YES	O	X			Is aware of child protection procedures and undertakes appropriate training and supervision. Reports any suspicions of risk to line manager or appropriate person. Records any relevant information accurately and in line with record keeping policy. Carries out work to support families under the delegation of the health visitor, and offers regular feedback.
	HWB4 Enablement to address health and wellbeing needs	YES		O	X		Supports parents to develop their parenting skills. Signposts parents to appropriate agencies for further support. Offers home visits to support parents with issues such as child behaviour, development, nutrition etc, as delegated by the health visitor. Alerts and informs the health visitor/line manager to any identified risks. Implements parent groups in a variety of settings such as, health centres and/or children's centres.
	HWB5 Provision of care to meet health and wellbeing needs	NO					
	HWB6 Assessment and treatment planning	NO					

	HWB7 Interventions and treatments	NO					
	HWB8 Biomedical investigation and intervention	NO					
	HWB9 Equipment and devices to meet health and wellbeing needs	NO					
	HWB10 Products to meet health and wellbeing	NO					
ESTATES & FACILITIES	EF1 Systems, vehicles and equipment	NO					
	EF2 Environments and buildings	NO					
	EF3 Transport and logistics	NO					
INFORMATION & KNOWLEDGE	IK1 Information processing	NO					
	IK2 Information collection and analysis	NO					
	IK3 Knowledge and information resources	NO					
GENERAL	G1 Learning and development	YES	OX				Contributes to planning and evaluation of students learning programme. Familiar with the appropriate paperwork relevant to students' programme. Supports the learning environment. Attends assessment tools workshop as required.
	G2 Development and innovation	NO					
	G3 Procurement and commissioning	NO					
	G4 Financial Management	NO					

	G5 Services and project management	NO					
	G6 People management	NO					
	G7 Capacity and capability	NO					
	G8 Public relations and marketing	NO					