

## JOB DESCRIPTION

---

**POST TITLE:** Nursery Nurse

**BASE:**

**BAND:** 3

**LINE MANAGER:** Team Leader

**PROFESSIONAL ACCOUNTABILITY:** Nursery Manager

---

### OUR VISION AND VALUES

Our Trust's vision is 'To be recognised as the leading community and mental health service provider by our staff, patients and partners.'

Our values are:

- **Caring** for and about you is our top priority
- **Committed** to providing good quality, safe services
- working **Together** with you to develop innovative solutions

### JOB SUMMARY

To act as part of a team, contribute to the overall care and development of all children that attend the nursery. The health and safety of the children will always be of prime concern.

### RESPONSIBILITIES

- To promote the health, safety and welfare of all children in the nursery at all times. Provide high standards of care to each child, support and extend their learning.
- Recognising that each child is an individual and entitled to be treated as such with their needs, physical, emotional and intellectual being considered and their rights to be treated with the respect followed.

- To encourage all areas of the children's development within Early Years Foundation Stage (EYFS) with the appropriate activities, play opportunities and actions through imaginative play and innovative programming.
- To compile and maintain development records on children and report to the Team Leader at agreed intervals. Ensure that all records are accurate, signed and dated
- To provide a stimulating, friendly and caring environment at all times. Promote the nursery to current and potential parents.
- To complete, after consultation with the team, monthly and weekly plans and displays.
- After consultation with a team leader, to pass on information to parents regarding their child's routine.
- To take an overview of child observation.
- Demonstrate good practice with regards to special needs and inclusion, working with the nursery and area SENCO as appropriate.
- Support and mentor students and apprentices.
- To develop good relations with parents and encourage parental interest and participation in the life of the nursery.
- Be a key carer carrying out all related responsibilities in building relationships with a small group of children and their families.
- To maintain and contribute to effective and positive communication between all members of staff and parents.
- Work with Early Years and other professional teams to continuously improve the quality of childcare and education and to learn about current developments in childcare practice and policy.
- It is the responsibility of the individual to ensure that their actions meet the standards and guidelines set out by OFSTED and the EYFS at all times.
- To participate fully in the daily routine of the individual rooms and to follow the guidance and instructions of the senior staff in the team.
- The post holder must demonstrate flexibility at all times.
- To demonstrate professional accountability at all times.

- To attend meetings/training sessions required by the Organisation and/or Ofsted/Early Years.
- A requirement to complete an Enhanced Disclosure and Barring Service (DBS) check and health clearance.
- To monitor and develop your own professional and personal learning needs. This will include Level 1 Safeguarding within three months of employment.
- To guarantee confidentiality to the children, parents and Organisation according to the policies laid down by the Organisation.

## **GENERAL**

1. This is a varied role where you'll be expected to undertake the range of responsibilities specified above, working together with your line manager and colleagues to ensure that the activities of this post make a real difference to our patients. Your line manager may ask you to undertake other reasonable duties to facilitate the smooth running of your service or team.
2. We are an equal opportunities employer and you'll be expected to role model equality of opportunity, live the values and always operate in accordance with our Equal Opportunities Policy.
3. Health and Safety at work is important to us and we would like you to role model the highest standards of behaviour and go above and beyond by adopting excellent practice where it links to the health and wellbeing of our colleagues. It is important that you cooperate with us to ensure that statutory and departmental safety regulations are adhered to.

## **BEHAVIOURS**

In addition to the responsibilities and requirements outlined in this job description, you should refer to the associated and expected behaviours that are relevant to this role - your line manager will be able to provide you with this detail.

Our values define the behaviours we are all expected to display during the course of our work and they underpin our organisational recruitment, appraisal, reward and development processes.

## **LOCATION/MOBILITY**

We may require you to work at or from a different work base or location from time to time, to meet service demands and deliver an operational service. Given the geographical nature of the Trust, you may be required to travel between Trust premises as part of your role.

We also may need to change your work base on a permanent basis and if this is the case, we will consult with you in line with our policies and procedures.

## **FLEXIBILITY**

We may need to amend your job description and/or your duties from time to time in order that we can continue to provide the best possible service to our patients. It is important that you work with us to deliver our services, by complying with lawful and reasonable instructions, by adapting to new ways of working, and by attending training courses as requested from time to time.

## **CONTINUING PROFESSIONAL DEVELOPMENT**

You'll be expected to attend and contribute to staff meetings and forums, supervision sessions, training courses, seminars and workshops, all of which will contribute to the development and enhancement of our current working practices.

You will also be expected to participate in all personal review meetings and to take responsibility for your own personal and professional development and the professional accountability for your role.

## **DATA PROTECTION ACT**

We are all expected to be aware of the Data Protection Act and to follow the local Codes of Practice to ensure appropriate action is taken to safeguard confidential information.

## **HEALTH & SAFETY**

We all have a responsibility for health and safety, risk assessment and workplace inspections, and you will be expected to take reasonable care for your own health and safety and that of others.

You will also be expected to co-operate with your colleagues to ensure that statutory regulations, policies, codes of practice and departmental safety procedures are adhered to, and to attend any training programmes that we consider to be relevant.

## **INFECTION CONTROL**

We all have a responsibility to make sure that Infection Control remains a priority in terms of attention and resources. If you work in a role that provides direct patient care then you'll be expected to follow our policies and procedures which are designed to reduce the risk of passing on the organisms that can cause infections.

We all, collectively and individually, have a duty of care to follow best practice and adhere to any guidelines which underpin the management of Infection Control.

## **CONFIDENTIALITY**

We all have a responsibility to make sure that we don't disclose any information of a confidential nature relating to the services we provide or in respect of any service user, client or third party. This applies both during and after your employment.

You must not remove or copy any documents or tangible items including software which belong to the Trust or which contain any confidential information unless you have specific permission to do so. When you leave our employment, or if you are asked, you must return all documents and tangible items which are in your possession or are under your control, but which belong to us or contain or refer to any confidential information.

You should be aware that a breach of confidentiality may result in your dismissal and that, regardless of any disciplinary action that we may take, a breach of confidence could result in civil action for damages.

## **DATA QUALITY**

We are all responsible for making sure that our data and electronic records are updated, accurate, relevant, reliable, and completed in line with our record keeping standards and policies.

## **CLINICAL GOVERNANCE**

We aim to provide the highest standards of care. To help us achieve this aim, you are expected to follow acceptable working practices as defined in our policies and guidelines. You also have a personal responsibility to your colleagues and patients to keep yourself up to date with any changes to policies and to report any practice that you consider to be unacceptable through the appropriate channels.

## **ASYLUM & IMMIGRATION ACT 1996 AND AMENDMENTS**

We need to make sure that we comply with the Asylum and Immigration Act 1996. To do this, we check the documentation of all applicants to confirm that they have the right to work in the UK. We won't offer employment to any applicant who does not have valid leave to remain and work in the UK or whose leave is subject to conditions which prevent them from taking up employment with us.

If your leave to remain and/or right to work status changes during the course of your employment, we will determine what impact this may have on our ability to continue employing you.

## **SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

We all have a responsibility for safeguarding individuals who come into contact with our services, whether they are a child or young person, a person with Learning Disabilities or an older or vulnerable adult.

We adhere to the Berkshire Local Safeguarding Children Boards Child Protection Procedures, which places a duty of care and responsibility on us all to safeguard and promote the welfare of children.

## **SMOKE FREE**

We operate a smoke free policy which means that smoking is not permitted on any of our sites. This also applies when you are travelling in vehicles (including owned and lease cars) whilst on official business, parked on our premises in privately owned vehicles, or transporting services users or visitors. We will not support taking additional breaks during the working day to smoke off site. Further information can be found in the Staff Smoke Free policy.

### **PERSON SPECIFICATION**

CATEGORY	ASSESSMENT METHOD		
1. Education/Qualifications /Training		Interview	

<p>NVQ 3 in childcare or equivalent qualification in line with those listed on the 'qualification finder' section of <a href="http://www.education.gov.uk">www.education.gov.uk</a></p> <p>An understanding of the Early Years Foundation Stage</p>	<p><b>Application Form</b> <b>Essential or Desirable</b></p> <p><b>Essential</b></p> <p><b>Essential</b></p>	<p><b>Essential or Desirable</b></p>	<p><b>Selection Tool</b></p>
<p><b>2. Continuous Professional Development</b></p> <p>Paediatric First Aid Certificate</p> <p>Food Hygiene Certificate</p> <p>As stated in the EYFS, a good standard of written and spoken English. Also able to read and understand English such as to follow instructions or interpret a policy</p> <p>A knowledge of safeguarding children and child protection and appropriate protocol</p>	<p>Desirable</p> <p>Desirable</p> <p><b>Essential</b></p> <p><b>Essential</b></p> <p>Desirable</p>		
<p><b>3. Previous Experience</b></p> <p>Experience of any work which demonstrates the skills required for the post</p> <p>Experience of team work</p> <p>Previous relevant work in childcare</p>	<p><b>Essential</b></p> <p><b>Essential</b></p> <p><b>Essential</b></p>		

<p><b>4. Knowledge, Skills &amp; Abilities</b></p> <p>Good communication skills</p> <p>An understanding of the role of the Key Person</p> <p>Knowledge of inclusive practice</p>	<p><b>Essential</b></p> <p><b>Essential</b></p> <p><b>Essential</b></p>		
<p><b>Additional Requirements</b></p> <p>Flexible approach to hours which includes a willingness to attend meetings, training and nursery events as appropriate</p>	<p><b>Essential</b></p>		

**DATE OF ISSUE: August 2018**