

## JOB DESCRIPTION

### 1. Job Details

Job title	Nursery Nurse
Job grade	Band 3
Hours	37.5
Reports to	Nursery Manager
Division	Central Services
Department/Area	Day Nursery
Location	Little Millers Day Nursery, King's Mill Hospital

### 2. Job Purpose

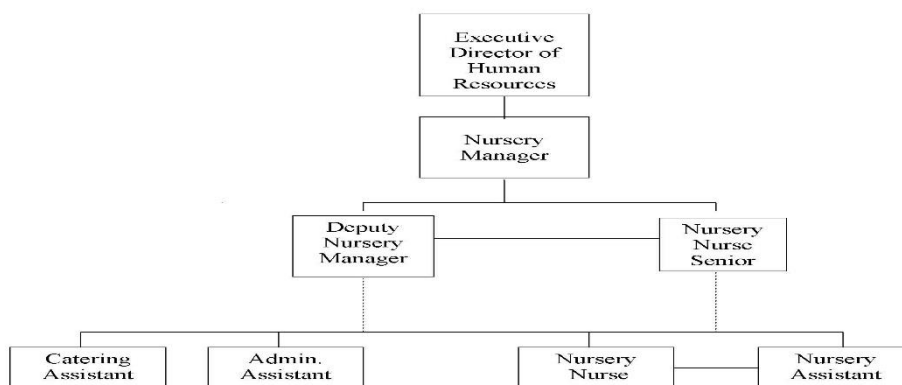
- 2.1 To provide high quality care and education for the babies and young children that attend the day nursery which adheres to all of the Ofsted registration requirements and the Early Years Foundation Stage Practice Guidance and the Statutory Framework.
- 2.2 To provide, deliver and supervise well planned, age and developmentally appropriate play opportunities.
- 2.3 To work individually, or as part of a team with the babies and young children that attend the day nursery to promote and support each child's all round development.
- 2.4 To create a caring and inclusive environment, which recognises and values each individual regardless of age, ability, race, gender, religious belief etc.

### 3. Role of the Department

The day nursery provides high quality, flexible and affordable childcare to meet the needs of NHS employees. The nursery is registered to care for 96 children between the ages of six weeks and eight years of age.

### 4.

#### Organisational Chart



## **5. Key Result Areas**

- 5.1 To work with the babies and the young children attending the day nursery, either individually, or as part of a team, to support and facilitate each child's overall development and well being.
- 5.2 To support and work co-operatively with the Nursery Assistants, students, volunteers and other members of staff to ensure that the highest standards of care and early years education are provided at the day nursery.
- 5.3 To liaise closely with the parents and carers of the babies and the young children attending the day nursery to ensure that the needs of individual babies/children are identified and met.
- 5.4 To assess children's progress and attainment recording this information in each child's developmental file. Involving parents and carers in the assessment process of their child, sharing observations of the child's development with parents/carers.
- 5.5 Using information gained from assessing children's progress/attainment and the relevant early years curriculum guidance, plan activities, which will promote children's all round development and learning.
- 5.6 Take the lead role in planning and creating an appropriate environment for the babies/young children, for example by creating displays (particularly of the children's work), which are age appropriate, topical and changed regularly.
- 5.7 To ensure the safety and well being of the babies, children and adults within the day nursery.
- 5.8 To attend staff meetings as and when required.
- 5.9 To undertake professional development and keep abreast of current trends and ideas in early years practice.
- 5.10 To maintain a professional approach in all aspects of the role supporting colleagues, children, parents and carers, working collaboratively with them.

## **6. Physical and Mental Skills**

- 6.1 The ability to undertake personal care duties for the babies and young children attending the day nursery.
- 6.2 The ability to plan and prioritise work.
- 6.3 The ability to observe, assess and record children's progress and attainment.
- 6.4 Basic keyboard skills.
- 6.5 The ability to concentrate in a busy environment, which offers numerous distractions.

## **7. Responsibilities of the Post Holder**

- 7.1 To ensure the highest standards of childcare and early years education are provided
- 7.2 To adhere to the Safe Guarding Children policy and procedure.
- 7.3 To ensure that the needs of the babies and the young children attending the day nursery are met.
- 7.4 To work within the requirements of the Early Years Foundation Stage Practice Guidance/Statutory Framework and Sherwood Forest Hospitals policies and procedures.
- 7.5 To ensure that all aspects of care are undertaken for the babies and the young children attending the day nursery; including feeding, changing soiled nappies, underwear and clothes, making up beds and cots, changing bedding and cleaning mattresses and cots after use.
- 7.6 To act as key person for a group of babies/young children
- 7.7 To plan and provide a suitable broad and balanced range of stimulating, safe, age appropriate activities to promote children's all round development. Including visits, visitors, indoor and outdoor play etc.

- 7.8 To liaise with the child's parent/carer to identify the child's individual needs and parental preferences with regard to care and educational provision
- 7.9 To report any untoward behaviour/incident to the Nursery Manager
- 7.10 To liaise and work in partnership with external advisors e.g. the Early Years Link Teacher and the Pre- School Development Co-ordinator
- 7.11 Responsible for administering prescribed medication and basic First Aid
- 7.12 To effectively manage a room budget of £30 per month
- 7.13 On occasions there may be a need to take supervisory responsibility for the running of the nursery in the absence of the Nursery Manager, Deputy Nursery Manager and Senior Nursery Nurse
- 7.14 Key Holder – on occasions the post holder may have the responsibility of opening and closing the nursery

## **8. Freedom to Act**

- 8.1 The post holder will be required to use their professional knowledge to ensure that they work within all appropriate policies, procedures and legislative standards.
- 8.2 The post holder will offer guidance and support to less experienced colleagues/trainees and have accountability for achieving the appropriate standard of care and early years education for the children in their care.
- 8.3 The post holder will be required to plan the provision for the children within their care. The quality of their work and the standard of care that they offer will be monitored and checked periodically by the Nursery Manager. Although not directly supervised, a senior colleague/manager will be available for reference.

## **9. Physical, Mental and Emotional Effort Required**

- 9.1 There is a requirement to interact and play with babies and young children; this frequently requires playing with the children on the floor, outside and in areas appropriate to play activities e.g. in the sand pit, imaginative play area etc.
- 9.2 There is a requirement throughout the working day to lift babies and young children, for example when comforting them, changing their nappy, putting them in/out of cots/highchairs etc.
- 9.3 The post holder will need to be able to multi-task in order to meet the demands of the group of children in their care. Children frequently compete for attention and judgements have to be made in order to prioritise tasks.
- 9.4 The post holder will need to remain calm and think clearly in demanding, noisy and on occasions, stressful situations.
- 9.5 On occasions staff will be party to disclosures about a child's home circumstances, which may be distressing, for example domestic violence, abuse, acrimonious family splits etc.
- 9.6 Sensitive and skilled communication is required, particularly when identifying and discussing with those concerned problems in children's behaviour and/or development, or when interacting with parents and carers that are separating, feeling upset or distressed. It is necessary to maintain an over-view, prioritise, defer, complete and review tasks whilst experiencing a variety of distractions and interruptions.

## **10. Outline of Working Conditions**

- 10.1 The nursery offers a bright, stimulating, warm and comfortable environment, although staff are required to take the children outside for walks and outside play.
- 10.2 There is a requirement to clean toys and areas before and after use, for example after art and craft or messy activities, before and after eating etc.
- 10.3 Staff perform all personal care duties for the babies and young children in their care e.g. dealing with soiled nappies and clothes on a daily basis.

### **Any Other Duties Statement**

To undertake any other duties which may be reasonably regarded as within the nature of the duties, responsibilities and grade of the post as defined, subject to the proviso that appropriate training is given and that wherever possible significant changes of a permanent nature shall be mutually agreed and incorporated into the job description in specific terms and the post re-evaluated if the change is likely to result in a job evaluation score change.

### **Infection Control Statement**

All employees have an individual responsibility to have a knowledge of and employ the basic principles of infection control practice and to ensure adherence to the requirements in the Infection Control Manual.

## Sherwood Forest Hospitals NHS Trust

### Person Specification

#### Post of Nursery Nurse

Attribute	Essential	Desirable	How Identified
Knowledge Requirements	Knowledge of the Early Years Foundation Stage Practice Guidance / Statutory Framework.  Safe Guarding Children policy and procedure.		Application Form Interview
Qualifications- Academic/ Craft/ Professional	NVQ 3 in Childcare & Education, or equivalent and experience (see experience)		Application Form Sight of certificate.
Further Training	A commitment to undergo ongoing professional development	Basic Food Hygiene to be completed within 6 months  Paediatric First Aid to be completed within 6 months	Application Form Interview
Experience	Previous experience of working within a childcare setting.		Application Form Interview Reference
Contractual Requirements			



## FORM FOR DEVELOPING AN NHS KSF OUTLINE FOR A POST

Title of Post    Nursery Nurse

NHS KSF DIMENSIONS	Needed for post?	Level for post				Notes
		1	2	3	4	
<b>CORE DIMENSIONS</b>						
-relates to all NHS posts						
1 Communication	Y		X			
2 Personal and people development	Y	X	X			All indicators level 2 by the second gateway.
3 Health, safety and security	Y	X				
4 Service improvement	Y	X				
5 Quality	Y	X	X			All indicators level 2 by the first gateway.
6 Equality and diversity	Y		X			
<b>SPECIFIC DIMENSIONS</b>						
<b>HEALTH AND WELLBEING</b>						
HWB1 Promotion of health and wellbeing and prevention of adverse effects to health and wellbeing						
HWB2 Assessment and care planning to meet people's health and wellbeing needs						
HWB3 Protection of health and wellbeing	Y	X				
HWB4 Enablement to address health and wellbeing needs						
HWB5 Provision of care to meet health and wellbeing needs						
HWB6 Assessment and treatment planning						
HWB7 Interventions and treatments						
HWB8 Biomedical investigation and intervention						
HWB9 Equipment and devices to meet health and wellbeing needs						
HWB10 Products to meet health and wellbeing needs						

NHS KSF DIMENSIONS		Needed for post?				Level for post
		1	2	3	4	Notes
<b>ESTATES AND FACILITIES</b>						
EF1	Systems, vehicles and equipment					
EF2	Environments and buildings					
EF3	Transport and logistics					
<b>INFORMATION AND KNOWLEDGE</b>						
IK1	Information processing					
IK2	Information collection and analysis					
IK3	Knowledge and information resources					
<b>GENERAL</b>						
G1	Learning and development					
G2	Development and innovation					
G3	Procurement and commissioning					
G4	Financial Management					
G5	Services and project management					
G6	People management					
G7	Capacity and capability					
G8	Public relations and marketing					



### **Job Description Agreement**

Job Holder's Signature ..... Date .....

Line Manager's Signature ..... Date .....

**David Greatbatch Aug 04**