

JOB DESCRIPTION

JOB TITLE:	NURSERY OFFICER	
DIVISION:	CORPORATE	
SALARY BAND:	Band 4	
RESPONSIBLE TO:	NURSERY MANAGER	
ACCOUNTABLE TO:	HEAD OF WORKFORCE HEALTH, EQUALITY, AND DIVERSITY	
HOURS PER WEEK:	37.5	
LOCATION:	TRUST DAY NURSERIES	
MANAGES:	Directly:	Nursery Assistants
	Indirectly:	Students

JOB SUMMARY:

- To assist the Nursery Manager and Deputy Manager in the provision of the day care for children of staff working at Royal Free London NHS Foundation Trust and to deputise for the Nursery Manager and Deputy Nursery Manager.
- Active member of the team in providing a safe, stimulating and emotionally safe environment for children aged 6 months to 5 years
- To adhere to Nursery, Ofsted, EYFS (Early Years Foundation Stage) National Curriculum and The Royal Free London NHS Foundation Trust Policies and procedures, including Safeguarding, Health and Safety, and Behaviour Management Policy.
- Take a lead role in the base room including mentoring/leading nursery assistants and students.
- To supervise children at all times, in all areas.
- To promote good working relationships between staff and parents.

MAIN DUTIES AND RESPONSIBILITIES

Royal Free World Class Values

The post holder will offer World Class Care to service users, staff, colleagues, clients and patients alike so that everyone at the Royal Free can feel:

- **Welcome** all of the time • Confident because we are clearly **communicating**
- **Respected** and cared for • **Reassured** that they are always in safe hands

1. CLINICAL RESPONSIBILITIES

- To provide for the children's physical needs, i.e. feeding, changing, toileting,
- To report to management any incident concerning the welfare of the children following policies and procedures, and where appropriate, assist with making referrals to other professions or agencies.
- To escalate any faults, required repairs, stock replenishment and maintenance issues to the Nursery and Deputy Nursery Manager. In their absence following standard operating procedures.
- Help to maintain a clean and safe environment in the Nursery.
- Ensuring that the Nursery is safe and secure at all times.
- To be able to work well within a team, but also to use self-initiative as appropriate and lead the base room.
- Carrying out daily duties and responsibilities in a safe manner without supervision.
- Ensuring hygiene practices and Health & Safety policies are met in all areas of the role, including changing and toileting, serving food and general cleaning of equipment and resources including safe disposal of hazardous materials i.e. nappies and rubbish bags.
- To perform any other 'one off' reasonable duties as required by the Nursery Manager.

2. RESPONSIBILITY FOR PATIENTS (USERS)

- To be a reliable member of a team providing a happy and loving environment for the children
- To develop good relationships with the parents and encourage them to be involved in the care of their child in the Nursery.
- To ensure that there is appropriate liaison and communication maintained at all times between staff and parents attending the nursery, including school, health visitors, social workers and early years care professionals.
- To treat all children as individuals, respecting each child's cultural and religious needs, learning needs and enables them to reach their potential. Ensuring an inclusive practice that values children and their families race, religion, language, culture, gender, social background and ability and to encourage a continuous development of positive self-image and sense of identity within as well as outside the nursery setting.

- e) To communicate effectively with other staff and parents about the children's daily needs, both developmental and caring.
- f) To work in partnership with other team members and outside agencies and professionals as appropriate.
- g) Maintain effective and positive communication with parents/carers, children and staff. Offer family support by helping and encouraging parents/carers to access relevant information.
- h) Ensuring both Ofsted's Statutory requirements and EYFS standards for the learning, development and care of all children up to 5 years old are met through developing and implementing an enabling, rich and stimulating learning environment and curriculum within the nursery, both indoors and outdoors.
- i) Ensuring the planning and activities meet the individual child's learning and developmental needs in the room.
- j) Respond to the requirements of the children in the nursery during all indoor and outdoor activities.
- k) To be able to meet the physical demands of babies and young children.
- l) To ensure that all prescribed medicines, medical care, medical devices (for example, inhalers, epipens and oxygen) and dietary needs are administered and recorded as directed in accordance with procedures.
- m) To provide First Aid Treatment, once qualified, to children when required.
- n) Meet with parents on a regular basis (every 3 months), to discuss children's developmental needs and any other queries.

3. RESPONSIBILITY FOR POLICY AND SERVICE DEVELOPMENT

- a) Maintain, monitor, assess, evaluate and update records for the children's developmental progress through regular written and photographic observations.
- b) To produce reports such as two year old progress checks, transition from schools and developmental assessments for parents and other professionals on a regular basis.
- c) Record, monitor and securely store forms relating to risk assessments, incidents, accidents and medication.
- d) Maintaining accurate attendance records for children and staff daily.
- e) Carry out risk assessments as required on a daily, weekly, monthly and annual basis both for indoor and outdoors play areas in line with Nursery procedures.
- f) To attend and participate in staff/room meetings as required, which meet the needs of the individual nursery. To chair, as appropriate, base room meetings.
- g) Keep up to date with all Trust and Local Authority policies and procedures, including Safeguarding, Health and Safety, and Behaviour Management Policy. Continue to update training and development requirements, ensuring that the Nursery policies and procedures are adhered to.
- h) To adhere to the Safeguarding policies and report any concerns to the named Child Protection representative and /or management. Assist with making referrals as appropriate in consultation with the Nursery Manager and Deputy Manager in compliance with the Trust's Safeguarding policies and procedures.

- i) In line with both Nursery and Trust policies promote inclusion, equality, diversity and individuality within the setting.
- j) Attend and complete all statutory and mandatory training as required including Trust induction.
- k) Ensure confidentiality at all times with parents, carers, staff, children and others.
- l) To be able to cover all Nursery rooms as required.
- m) As contracted, to be able to cover all Nurseries, Barnet, Chase Farm and Hampstead, as required.
- n) Adhere to SENCO (Special Educational Needs Co-Ordinator) guidelines and if there are any concerns develop and implement individual care and evaluation plans for the children, in partnership with parents/carers and other professionals.

4. RESPONSIBILITY FOR FINANCIAL AND PHYSICAL RESOURCES

- a) Initiating a wide range of appropriate activities to promote the overall development of children in their base room.
- b) Ensure equipment and resources are used responsibly.
- c) Maintaining equipment and resources to a high standard.
- d) Able to meet Manual handling requirements as they are a major part of the role including lifting and bending on a daily basis.
- e) Take delivery of food, checking quantities, temperatures in line with the Food Hygiene standards and report any problems to the Nursery Manager and Deputy Manager and in the absence of the manager resolve any problems that arise.
- f) Assist in taking responsibility for resources, equipment and sundries delivered to the nursery.
- g) Deal with petty cash and issue receipts.

5. RESPONSIBILITY FOR LEADING AND MANAGING

- a) Instruct-and mentor new Nursery Assistants and students about their duties and give them continued support, and act as a positive role model.
- b) In the absence of the manager, open and close the Nursery, setting alarms and have responsibility for security including Nursery keys.
- c) Assist the managers in dealing with visitors/ parents general enquiries about the nursery, both face-to-face and over the telephone in a professional manner
- d) In the absence of the managers show prospective clients around the Nursery.
- e) In the absence of the manager/deputy manager deal quickly and professionally with queries and complaints and escalate as appropriate.
- f) Work in partnership with the parents and relevant agencies.
- g) Deal with general queries about the nursery.
- h) Train and instruct volunteers about their duties and give them continued support, and act as a positive role model.
- i) Taking responsibility to ensure Nursery Assistants are completing required paperwork to an acceptable standard within a reasonable timescale to meet Ofsted, EYFS and Nursery guidelines.
- j) Identify own learning needs through appraisals and supervisions.

6. RESPONSIBILITY FOR INFORMATION RESOURCES

- a) Prepare the learning environment and encourage others to do so by good example.
- b) Observation of Nursery Assistants and mentoring students in a positive and inclusive manner.
- c) As a key worker, take responsibility to coordinate planning and observations for groups and individual children. Ensuring all observations, assessments and other paperwork are completed to an acceptable standard within a reasonable timescale to meet Ofsted, EYFS and Nursery guidelines.

7. RESPONSIBILITY FOR RESEARCH AND DEVELOPMENT

- a) To keep up to date with changes in childcare standards and legislation.
- b) To have a willingness to broaden and develop expertise in creating a high quality learning environment.
- c) To keep abreast of Ofsted guidelines and other childcare research and development.
- d) To encourage staff and students to extend their knowledge through training and development.

GENERAL RESPONSIBILITIES

Infection Control

Infection control is everyone's responsibility. All staff, both clinical and non clinical, are required to adhere to the Trust's Infection Prevention and Control policies and procedures and the Health Act (2006) Code of Practice for the prevention and control healthcare associated infections and make every effort to maintain high standards of infection control at all times thereby reducing the risk of Healthcare Associated infections.

It is the duty of every member of staff to take personal responsibility for the prevention and control of infection, as laid down in the Trust's policies and procedures which reflect the statutory requirements of the Hygiene Code.

- To work in close collaboration with the Infection Control Team.
- To ensure that monitoring of clinical practice is undertaken at the agreed frequency.
- To ensure that the ward environments are cleaned and maintained to the highest standards; ensuring that shortfalls are rectified, or escalate as necessary.
- To ensure that all relevant monitoring data and issues are provided to the Directorate's Governance structures.
- To ensure that all staff are released to attend infection control-related educational sessions and staff with specialist roles, e.g. link practitioners, are released to undertake their duties.

Health and Safety at Work

The post holder is required to:

- Take reasonable care for the health and safety of himself/herself and other persons who may be affected by their actions or omissions at work.
- Co-operate with the employer in ensuring that all statutory and other requirements are complied with.

Confidentiality & GDPR

The post holder has a responsibility to comply with the GDPR May 2018 and maintain confidentiality of staff, patients and Trust business.

If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose.

You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to information will result in disciplinary action, which may include dismissal. Employees are expected to comply with all Trust policies and procedures and to work in accordance of the Data Protection Act 1998. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate training (e.g. HISS induction, organising refresher sessions for staff when necessary.)

Conflict of Interest

The Trust is responsible for ensuring that the services for patients in its care meet the highest standards. Equally, it is responsible for ensuring that staff do not abuse their official position, to gain or benefit themselves, their family or friends.

Equality and Diversity

The Trust values equality and diversity in employment and in the services we provide. It is committed to promoting equality and diversity in employment and will keep under review our policies and procedures to ensure that the job related needs of all staff working in the Trust are recognised. The Trust aims to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be on the basis of the individual's ability to meet the requirements for the job.

You are responsible for ensuring that the Trust's policies, procedures and obligation in respect of promoting equality and diversity are adhered to in relation to both staff and services.

Vulnerable Groups

- To carry out responsibilities in such a way as to minimise risk of harm to children, young people and vulnerable adults and to promote their welfare in accordance with the Children Act 2004, Working Together to Safeguard Children (2006) and No Secrets guidance (DH 2000).
- To demonstrate an understanding of and adhere to the trust's child protection policies.

No Smoking

The Trust implemented a No Smoking Policy, which applies to all staff. Staff contravening this policy will be subject to disciplinary procedures.

Standards of dress

All staff are expected to abide by the Trust's and Nursery guidance on standards of dress.

This job description outlines the current main responsibilities of the post. However the duties of the post may change and develop over time and may therefore be amended in consultation with the post holder.