

Job Description

Job Ref:	21-376
Job Title:	Senior Nursery Nurse - Room Leader
AfC Pay Band:	Band 3
Number of hours:	18.75
Division:	Human Resources
Department:	Childcare Services – on site nurseries
Location:	Rainbows Nursery
Accountable to:	Assistant Director of HR- Engagement & Wellbeing
Reports to:	Childcare Manager

Job dimensions & responsibility for resources	
Budgetary & Purchasing, Income generation	<p>Budget / Delegated Budget managed : N/A            Authorised signatory for: N/A</p> <p>Other financial responsibility: To adhere to the departments spending on non-pay. Identifying opportunities to reduce waste and inefficiency</p>
Staff	Staff (wte): Up to 6 staff
Information Systems	<p>Careful use of Trust systems both manual and electronic, to ensure accuracy of data. Store and share information in accordance with department protocols, Trust Information Governance Policy and Data Protection Legislation</p> <p>Specialist Systems: Microsoft Office email – Outlook, Word and Excel</p>

Job purpose	<p>To lead and be in charge of a group staff working within that age group.</p> <p>To co-ordinate deliver and oversee on a day to day basis the planning of educational and play programmes in line with the EYFS and educational framework and deploy staff within the group</p> <p>To open and/or close the nursery on a rotational basis with the</p>
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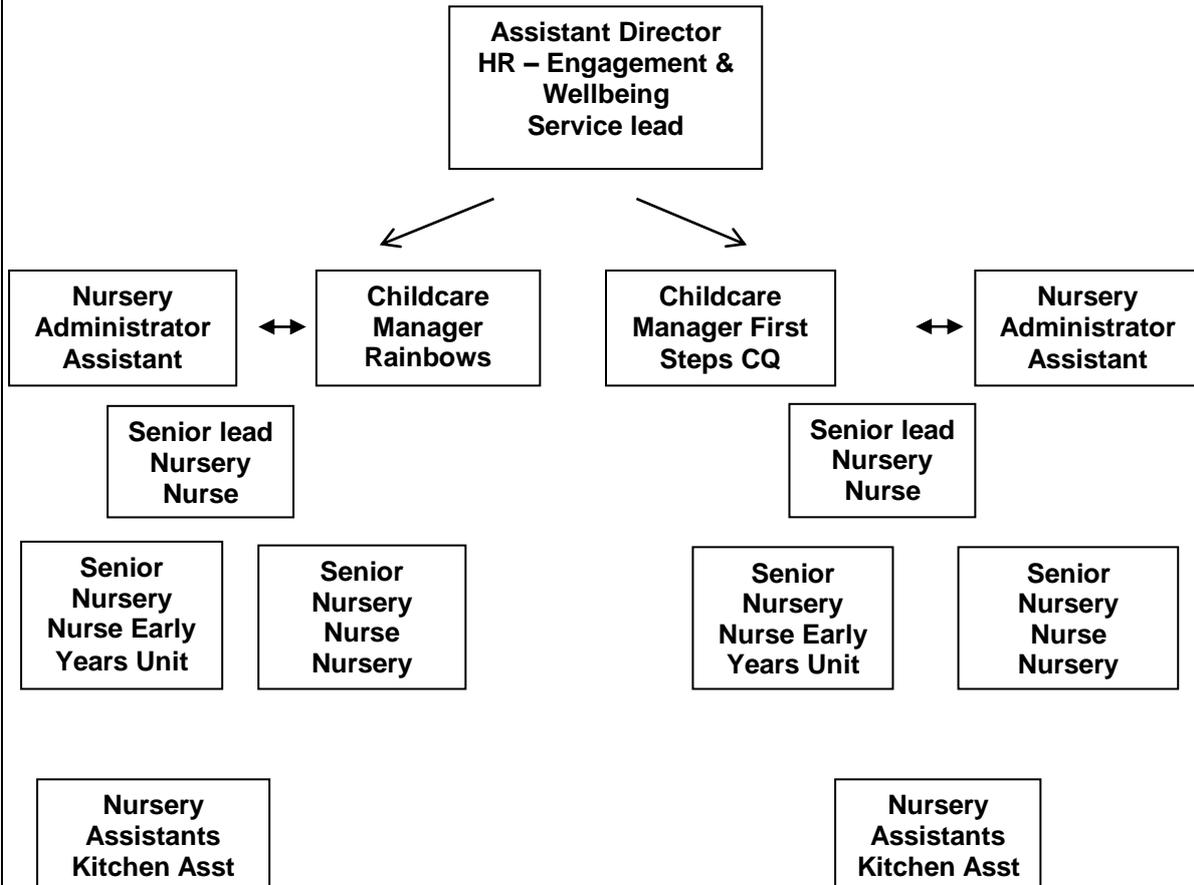
manager and Lead Senior Nursery Nurse

To assist the management team in providing the highest quality Childcare and Education, in a safe, caring and stimulating environment.

To act as a role model and mentor for all staff working within your group and deliver supervision to staff when necessary

Report any concerns relating to behaviour or safeguarding to the management team

**Department Structure**



**Communications and Working Relationships**

List people with whom the postholder interacts on a regular basis.

With Whom:	Frequency	Purpose
Children	Daily	Educational. Personal and social development. Language skills. Establish good relationships Good practice
Parent /Carers	Daily	To communicate child's day to the working parent. Find out information about their child and to work with the parents/ carers and establish a good relationship in the best interest of their child /ren
Manager/ senior staff	Daily weekly as required	Supervision, work planning, advice and support.

**Key duties and responsibilities**

Work in partnership with the Childcare Manager and assist the Lead Senior Nursery Nurses on a day to day basis ensuring all requirements, policies and procedures are met and maintained.

Be responsible for an age group of children and support staff working within that team

Undertake administrative work as delegated by manager.

To co-ordinate, deliver, plan, evaluate and teach the Education / Development and Play programme (National Standards EYFS) appropriate to age of child within the childcare provision (registered from 6 months to 8yrs.).

Provide appropriate play opportunities and interact with the child/ren whilst they are in our care.

Set out room with toys and arrange furniture to enable children to access them.

Communicate effectively and with detail added to enhance child's language and learning opportunities to children on a one to one basis or within a group.

Communicate effectively to parents and with concise detail about their child's day ensuring good practice of shared information, which will benefit the child and parents.

Work within the trusts and national guidelines and framework of safeguarding ensuring best practice and practice that safeguarding is the whole teams responsibility.

Work within the framework of the behaviour management policy when needing to discipline children.

Supervise all children at all times: Indoors and outdoors. (Outings away from NHS property).

Make all areas for the children free from hazards by inspecting rooms or areas before use.

Keep daily written records on a child's routine for the day and pass on to parents.

Keep written notes, evaluations and outcomes of activities and child's development.

Prepare termly reports for parents on their child's progress using the framework of curriculum.

Undertake all areas of personal care for the children. Changing nappies, washing, wiping noses and tying shoelaces. Assist children according to their abilities and needs in bathroom and with hand washing.

In the absence of domestic staff prepare light snacks and drinks for the children during the day.

Supervise mealtimes, cut up food and feed children their meals dependant on age and ability.

Prepare milk bottles and feed babies.

Administer prescribed medicines where appropriate.

Administer first aid to a child when necessary.

Report any safeguarding child protection issues to management team.

Undertake some routine domestic tasks. Clearing away after mealtimes / snacks.  
Changing soiled Linen and bedding

Attend relevant training providing by the EYDCP (Early Years Development and childcare Partnership) to ensure up to date knowledge of current curriculum and maintain OFSTED (Office for Standards in Education) registration.

**Key holder responsibilities:**

To open / close the nursery, ensuring the Nursery is operational for staff, parents and children. To secure the building in accordance with security policies and set relevant alarms

General Duties & Responsibilities applicable to all job descriptions

- To be familiar with and adhere to the policies and procedures of the Trust.
- Behave and act at all times in accordance with the Trust Values, of Working Together, Respect and Compassion, Engagement and Involvement and Improvement and Development
- To achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
- To participate fully in the performance and development review (appraisal) process and undertake Continuing Professional Development as required.
- To participate in surveys and audits as necessary in order to enable the Trust to meet its statutory requirements.
- To be aware of the Trust's emergency planning processes and follow such processes as necessary, in the event of an unexpected incident.
- This job description is not exhaustive. Staff may be required to undertake any other duties at the request of the line manager, which are commensurate with the band, including project work, internal job rotation and absence cover.

**Working Environment:**

Driving		Lifting	x	Verbal aggression	
Use of PC/VDU	x	Physical support of patients		Physical aggression	
Bending/kneeling	x	Outdoor working		Breaking unwelcome news to others	
Pushing/pulling	x	Lone working		Providing <b>professional</b> emotional support	<b>x</b>
Climbing/heights		Chemicals/fumes		Dealing with traumatic situations	
Repetitive movement	x	Contact with bodily fluids ( nappies)	x	Involvement with abuse cases	
Prolonged walking/running		Infectious materials		Care of the terminally ill	
Controlled restraint		Noise/smells		Care of mentally ill & challenging patients	
Manual labour	x	Waste/dirt		Long periods of concentration i.e. hours	
Food handling	x	Night working		Working in confined spaces (eg roof spaces)	

## **Statement**

1. This job description will be agreed between the jobholder and the manager to whom he/she is accountable. It may be reviewed in light of experience, changes and developments.
2. The information being handled by employees of East Sussex Healthcare NHS Trust is strictly confidential. Failure to respect the confidential nature of this information will be regarded as a serious breach of regulations, which will result in action under the Disciplinary Procedure, including possible dismissal. This includes holding discussions with colleagues concerning patients in situations where the conversation may be overheard. It is the employee's personal responsibility to comply with the Data Protection Act.
3. It is the employee's responsibility to ensure all records (computerised or manual) are accurate and up to date, and that errors are corrected or notified as appropriate.
4. It is the manager's role to monitor and assure the quality of any data collected or recorded by or in his/her area of responsibility.
5. Employees must take reasonable care, and be aware of the responsibilities placed on them under the Health & Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.
6. All staff have a responsibility to ensure that infection control policies, procedures and guidelines are adhered to, in addition to supporting the trusts commitment to preventing and controlling healthcare associated infections (HAI).
7. All members of staff must be aware of their responsibilities under the Freedom of Information Act 2000.
8. In addition to any specific responsibility for risk management outlined in the main body of this job description, all employees must ensure they are aware of the key responsibilities applicable in relation to risk management as identified in the Trust's Risk Management Strategy.
9. All staff will note the Trust's responsibilities under the Civil Contingencies Act 2004, and NHS Major Incident Plans Guidance (DoH 1998 and 2004)
10. All employees are responsible for ensuring they attend the relevant mandatory training as identified in the Trust's Education Strategy and as agreed with their manager/supervisor.
11. It is the employee's responsibility to ensure they follow the latest version of all policies and procedures which apply to them.
12. For posts which involve contact with patients, it is required that the post holder receives satisfactory clearance from the Disclosure and Barring Service.

**Person Specification**

Job Title: Senior Nursery Nurse – Room Leader		Grade: Band 3	
Department: Rainbows Nursery		Date: April 2024	
*Assessed by: A= Application I= Interview R= References T= Testing C = Certificate			
Minimum Criteria	*	Desirable Criteria	*
<b>Qualifications</b> Level 3 Childcare & Education or equivalent (N.N.E.B. B-Tec. ) Child Protection / Safeguarding training EYFS training First Aid /Paediatric First Aid training	AI AI AI AI	Early Years Foundation degree Senco (SEND)	AI AI
<b>Experience</b> 2 years post qualification experience working in a setting with the under 5's age group. Experience with under 2 care Experience of supervising staff	AI AI AI	Currently working at a Senior Level	AI
<b>Skills / Knowledge / Abilities</b>  Effective communication skills both verbal and non-verbal Knowledge of required Ofsted standards Understanding and experience of planning within the Early Years Framework Detailed knowledge of under 5's development. Good organisational skills. Ability to work on own and use initiative. Good IT skills including knowledge of Microsoft Office Word, Excel and Outlook	AI AI AI AI AI AI AI AI		
<b>Other</b> Reliable work record DBS clearance Evidence that personal behaviour reflects Trust Values	AIR T AIR		

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Managers Signature

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Date

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Postholder's signature

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Date