



## JOB DESCRIPTION

**JOB TITLE:** NURSERY PRACTITIONER

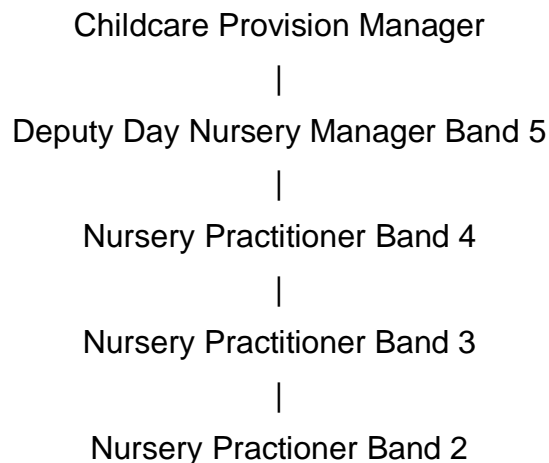
**BAND:** BAND 3

**MANAGERIAL:  
RELATIONSHIP** RESPONSIBLE TO CHILDCARE PROVISION MANAGER

### JOB PURPOSE:

To provide high quality care in the Day Nursery, ensuring the delivery of learning through play opportunities within the Day Nursery. To create a safe, caring environment ensuring that Ofsted requirements are adhered to. In pursuing these duties the post holder will ensure compliance with the NHS Constitution (details of which can be found at the following website): [www.nhsemployers.org](http://www.nhsemployers.org) or [www.dh.gov.uk/nhsconstitution](http://www.dh.gov.uk/nhsconstitution).

### ORGANISATIONAL STRUCTURE



### MAIN DUTIES AND RESPONSIBILITIES

#### Professional Role:

1. To care for children in accordance with their individual physical, social and psychological needs.
2. To work within NHS, Early Years Foundation Stage and Ofsted's national, regional and local guidelines relating to Day Nursery Provision.
3. To take every reasonable opportunity to maintain existing expertise and develop new skills as appropriate.
4. To support senior staff as a member of the Day Nursery team in the supervision of junior members of staff.

5. At all times to maintain strict confidentiality.

**Nursery Practitioner Role:**

1. To actively work within the Day Nursery team, whilst having a flexible, adaptable approach, ensuring the delivery of high quality Day Nursery provision, that is responsive to client needs.
2. To establish and develop learning programmes for education, physical, emotional, social and cultural development through play activities.
3. Ensure that play activities provide learning opportunities. Reflect cultural diversity and promote equal opportunities.
4. Create an environment in which play occurs naturally and is appropriate to age and ability.
5. To contribute to planning and evaluation of activities within the Day Nursery.
6. To ensure that accurate records/observations on individual children's development are maintained.
7. To ensure the physical wellbeing of the child, reporting accidents and untoward occurrences to a senior member of staff, if and when they occur.
8. To maintain a clean and tidy environment throughout the Nursery, reporting any faults or broken equipment to a senior member of staff.
9. Ensure safe working environment is maintained for self and others, taking appropriate action as necessary in line with legislation, Trust and departmental requirement.
10. Lift and manoeuvre children and equipment in accordance with manual handling regulations and good practice.
11. To communicate in an effective manner with parents/primary carers, other outside agencies.
12. Work within the Day Nurseries agreed policies, procedures and equal opportunities guidelines.

**Safeguarding Children & Adults**

Understand and work within policies and local procedures relating to Safeguarding Children and the Protection of Vulnerable Adults.

**Health & Safety**

You are required to: co-operate with supervisors, managers and other employees to achieve a healthy and safe environment, to take reasonable care of your own health and

safety and that of other persons who may be affected by your actions, to carry out your responsibilities in ways that help to ensure a safe and healthy place of work.

In the course of your work you are to bring to the attention of your supervisor or manager:

- Any situation which reasonably could be considered to represent a serious or immediate danger to the health and safety of any person.
- Any matter which reasonably could be considered to represent a shortcoming in the Trust's health and safety protection arrangements.

### **Manual Handling**

Manoeuvre **light** goods and equipment in accordance with manual handling regulations and good practice

OR

### **Equal Opportunities**

Carry out your duties in line with Trust Equality policies and procedures, including relevant legislation, to deliver and promote equity of access to healthcare and equality of opportunity at work at all times.

### **Infection Prevention and Control**

Be familiar with and follow the Trust Infection Control Policies and designated hand hygiene procedures appropriate to your post. In addition you should take action to report to your manager or appropriate person any incidents or poor practice that may result in the spread of infection.

### **Mandatory Training**

Be aware of and undertake mandatory and other training requirements necessary for the successful and safe performance of your job, including relevant updates.

### **Information Governance**

Maintain and process all information concerning patients, staff, contractors or the business of the Trust to which the post holder has access, without divulging such information to any third party or make use of information gained in the course of employment, except where this is clearly within the remit of the post holder and the other party's responsibility.

**Any other duties necessary for the successful performance of the role.**

### **Restriction on Smoking**

The Trust is "Smokefree". You may not smoke in Trust owned buildings or grounds.

The Trust is committed to supporting staff in balancing their work and home lives and encourages staff to discuss their individual needs with their department in order to arrive at mutually satisfactory working arrangements.

## HUMAN RESOURCES DIRECTORATE

This job description is a reflection of the current position and may change in emphasis or detail in light of service developments. It will be reviewed annually as part of the appraisal/performance development review process.

Date reviewed: 26.07.2016

Reference: VAH/SR