

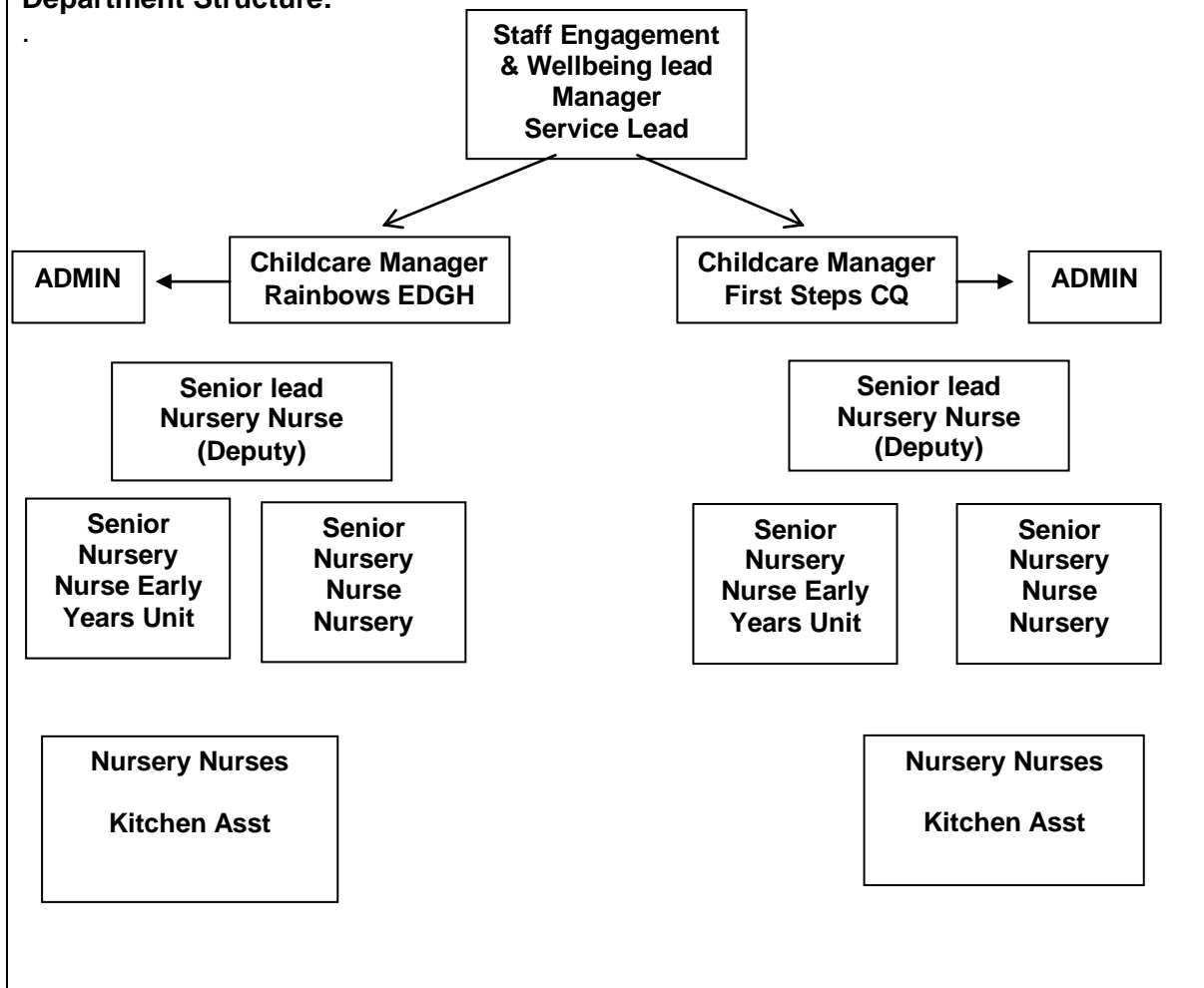
Job Description

Job Ref:	21-310
Job Title:	Nursery Assistant
AfC Pay Band:	Band 2
Number of hours:	37.5
Division:	Human Resources
Department:	Rainbows Nursery
Location:	Eastbourne DGH Hospital
Accountable to:	Staff Engagement & Wellbeing manager- Service Lead
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 ensure equipment and stock purchased to run the service is maintained and that stock purchased to carry out activities is appropriately used and that waste is kept to a minimum</p>
Staff	Staff (wte): N/A
Information Systems	<p>Daily Registers linked to attendance and fees charged.</p> <p>Headcount forms – Health &amp; Safety</p>

Job purpose	<p>To assist the Management team in providing the highest quality Childcare and Education, in a safe, caring and stimulating environment.</p> <p>To look after and plan Educational Activities for the children attending the full day care services. To maintain child to staff ratios and work within and follow the Ofsted (Office for Standards in Education) and Trust procedures and policies.</p>
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**Department Structure:**



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**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**

1. To plan and execute and evaluate the education / play programme appropriate to age of child within the childcare provision (registered from 6 months 8 yrs.) following the national framework for foundation stage
2. Provide appropriate play opportunities and interact in a positive manner with the child/ren whilst in our care.
3. Assist in setting out rooms with toys and arrange furniture to enable children to access them.
4. Display work for the children
5. Communicate effectively and with added detail to enhance child's language and learning opportunities on one to one basis or within a group.
6. Communicate effectively to parents/carers and with concise detail about their child's day ensuring good practice of shared information, which will benefit the child and parents/carers
7. Work within the framework of the nurseries behaviour management procedures when needing to discipline children.
8. Assist in the supervision of children during all indoor and outdoor activities ( Outings away from NHS property)

9. Make all areas for children free from hazards and report any concerns to senior team
10. Keep daily written records on a child's routine for the day and pass on to parents.
11. Keep written notes evaluations and outcomes of activities and child's development within the nurseries chosen learning journey.
12. Keep updated records of specific key worker group of children assigned to your care.
13. Undertake all areas of personnel care for the children. Changing nappies, washing, wiping noses, tying shoelaces etc. Assist children according to their abilities and needs in bathroom and with hand washing.
14. In the absence of domestic staff, prepare light snacks and drinks for the children during the day.
15. Assist children at mealtimes with their food. Cut up food and feed children their meals dependant on age and ability, prepare milk bottles and feed babies.
16. Report any child protection issues or concerns to Management team within the specified time frame set out within the safeguarding procedures of the nursery and organisation
17. Assist with all routine tasks. Clearing away after mealtimes /Snacks-changing soiled linen and bedding.
18. 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.
19. Assist with other nursery related duties relevant to the post, as assigned by the Childcare Manager / Senior Nursery staff

#### 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.

<b>Working Environment:</b>					
Driving		Lifting		Verbal aggression	
Use of PC/VDU		Physical support of patients		Physical aggression	
Bending/kneeling	<b>x</b>	Outdoor working	x	Breaking unwelcome news to others	
Pushing/pulling	<b>x</b>	Lone working		Providing <b>professional</b> emotional support	
Climbing/heights		Chemicals/fumes		Dealing with traumatic situations	
Repetitive movement		Contact with bodily fluids	x	Involvement with abuse cases	
Prolonged walking/running		Infectious materials		Care of the terminally ill	
Controlled restraint		Noise/smells	x	Care of mentally ill & challenging patients	
Manual labour		Waste/dirt		Long periods of concentration i.e. hours	
Food handling	<b>x</b>	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: Nursery Assistant		Grade: Band 2	
Department: Rainbows Nursery		Date: January 2023	
*Assessed by: A= Application I= Interview R= References T= Testing C = Certificate			
Minimum Criteria	*	Desirable Criteria	*
Qualifications			
Good general level of education including Maths and English	AI	Level 3 in childcare & Education	AI
NVQ level 2 in Childcare and Education	AI		
Experience			
Previous experience working in a setting with the under 5's age group.	AI	Experience working with babies	AI
		Experience working with children at holiday clubs	AI
		Experience of working with children with additional needs	AI
Skills / Knowledge / Abilities			
Understanding of the Early Years Goals and Foundation stage	AI	Safeguarding training	AI
Good organisational skills.	AI		
Effective communication skills both verbal and non-verbal	AI		
Other			
Reliable work record	A/I		
DBS clearance	T		
Evidence that personal behaviour reflects Trust Values	A/I/ R		

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Managers Signature

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Date

Postholder's signature

Date