Job Description:
Mother and Baby Unit Nursery Nurse

Function:	Mother and Baby Unit
Job:	Nursery Nurse
Position:	Nursery Nurse
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Early Years Manager
Additional reporting line to:	
Position location:	MBU Nursery

1. Purpose of the Job – State concisely the aim of the job.

- To provide safe, high quality education and care for children under two years old; to fulfil legal and statutory requirements.
- To ensure the safety and safeguarding of all children who reside on the unit is upheld.
- To provide support to visiting families, health professionals, students, prisoners and MBU officers.
- Work closely with women to provide support and advice to build their confidence in preparation for release.

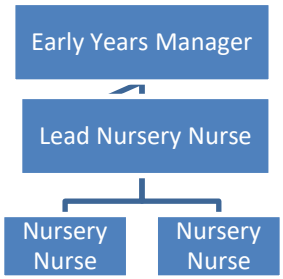
2. Dimensions – Point out the main figures / indicators to give some insight on the "volumes" managed by the position and/or the activity of the Department.

Revenue FY13:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a
		EBIT margin:	tbc				
		Net income growth:	tbc			Outsourcing growth rate:	n/a
		Cash conversion:	tbc				

Region Workforce	tbc
HR in Region	tbc

Characteristics
- Add point

3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Ensure the MBU environment places the children's welfare as paramount importance at all times.
- To be aware of the environment and uphold security and safeguarding of the unit.
- Work closely with vulnerable adults and their children.

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- To operate an agreed programme of activities suitable to the age range of children in the setting in conjunction with other staff members.
- To keep an accurate record of achievements on file for children that you have key responsibilities for.
- To deliver the nursery curriculum and complete all work to a high standard in line with EYFS and OFSTED guidelines.
- To understand the content and requirements of HMPPS policy 'Pregnancy, Mother and Baby Units (MBUs), and maternal separation from children up to the age of two in women's prisons' as well as our local perinatal pathway.
- Maintain an overview of the day-to-day planning and observations carried out within the nursery environment. This includes overseeing individual childcare plans for each child.
- To work with parents to integrate all children of all ages and ability into the nursery.
- To support team members and be an integral part of the decision-making process.
- To liaise with and support parents regardless of their status.
- To be flexible within the working practices of the prison and nursery. To be involved in, and prepared to help when needed, included domestic duties within the nursery.
- To work alongside management and team members on the MBU to ensure that the Sodexo beliefs and values are upheld.
- To work alongside outside agencies involved with the mothers and babies including health visitors, Doctors, and volunteers.
- To record all accidents and observations and ensure that it is reported in the correct manner to the correct manager using the Sodexo health and safety reporting procedures. To make sure that the Ofsted guidelines for recording accidents and incidents are completed effectively.
- To look upon the mother and baby unit as a 'whole' and identify where your help and skills can be best utilised by actively participating in all aspects of the MBU to ensure an effective multi-disciplinary approach is maintained.
- To respect the confidentiality of all information received or privy to.
- To be personally responsible to take an active role in your own developmental and training needs and to discuss these needs with your line manager.
- To complete 4-week care plans with your named mother and child, and to complete ongoing 8-week care plans with the Lead Nursery Nurse.

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Supporting vulnerable adults to provide the best for their child.
- Supporting vulnerable adults to maintain family ties.
- Using key skills to enhance the working environment.
- Maintaining high standards always when working within the team to maintain an outstanding setting.

7. Person Specification – Indicate the skills, knowledge, and experience that the job holder should require to conduct the role effectively

- Minimum of NVQ level 2 qualification - or equivalent.
- Minimum age 18 years - due to the environment.
- Experience of working with children aged under two.
- Current Paediatric first aid certificate ideal but not essential.

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

▪ Growth, Client & Customer Satisfaction / Quality of Services provided
▪ Rigorous management of results
▪ Brand Notoriety
▪ Innovation and Change
▪ Employee Engagement
▪ Learning & Development

9. Management Approval – To be completed by document owner

Version		Date	
Document Owner			