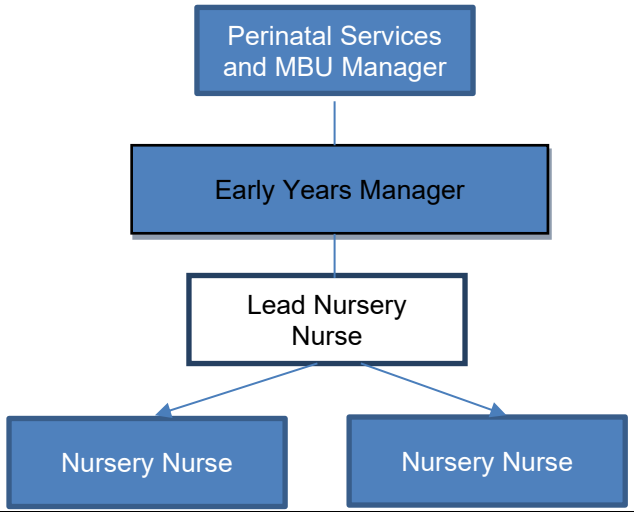
Job Description:
Mother and Baby Unit (MBU)
Lead Nursery Nurse

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

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

- To oversee the running of the nursery in the manager's absence.
- Maintain paperwork, including updating policies in line with statutory requirements.
- Ensure childcare plans are kept up to date.
- Support Early Years manager in decision making and running of nursery.
- Show initiative and provide ideas to enhance the nursery environment.
- To provide a safe, high-quality education and care for children under two years old.
- Give professional support and supervision to all nursery staff on a day-to-day basis, provide support to visiting families and external visitors such as health professionals.
- Work closely with the prisoners on the unit to support and build on their skills to ensure they're confident on release.
- Complete administrative tasks including ordering items for prisoners and their children.
- Work closely with the healthcare provider on site to ensure all hospital/GP appointments are scheduled and attended.

2. 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.



3. 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.

- Work closely with, and support, vulnerable adults.
- Challenge negative behavior and work in accordance with policies and procedures.
- Communicate effectively with external visitors regarding the work carried out in the nursery.
- Good understanding of safeguarding and ensure all processes are followed correctly should there be any concerns e.g. documenting incidents efficiently and submitting referrals to the safeguarding lead.
- Communicate with the mothers effectively regarding any issues or concerns you may have regarding their child/children.
- Good professional boundaries and understand the environment in which you work.
- Be aware of the environment and uphold security and the ethos of the nursery.

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

- Work within the nursery team to provide a friendly, caring, relaxing and secure environment in order to encourage and develop children in our care.
- Ensure all daily routines are followed but allowing flexibility for individual children's needs and unforeseen circumstances.
- Observe, plan and implement activities for key children and group activities too incorporating festivals, cultures and events.
- Be a Key Person to a set of children which will include settling them in, nursery inductions and taking an active role in their reviews.
- Maintain accurate records of children's learning journey.
- Be part of maintaining a clean and safe environment for all and carry out regular maintenance checks and cleaning duties.
- Take an active role in your own professional development, keep up to date with current information regarding childcare and attend any relevant training.
- Ensure all policies and procedures are followed and adhered to at all times. This includes reporting and recording of any safeguarding concerns and accidents.
- Respect trust and confidentiality within the setting.
- Communicate effectively and be respectful of others opinions and values.
- Work alongside management and team members on the MBU to ensure that the Sodexo values are upheld.
- Deliver the nursery curriculum and complete all work to a high standard in line with EYFS and OFSTED guidelines.
- Work with mothers integrating children of all ages and abilities into the nursery.
- Work alongside external agencies involved with the MBU such as GPs, health visitors, midwives and volunteers.

5. 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 within a Mother and Baby Unit setting.
- 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.

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

- Minimum of NVQ level 3 qualification-or equivalent.
- Minimum age 18 years - due to the environment.
- Experience of working with children aged under two years old.
- Paediatric first aid certificate ideal but not essential as full training will be provided.

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	V1.	Date	10.07.23
Document Owner	Chancie Rogan		