

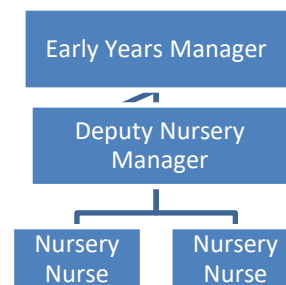
Job Description: Nursery Nurse

Function:	MBU
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:	Perinatal Services and MBU Manager
Position location:	Mother and Baby Unit

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

- To work within the Nursery team in providing high quality care and education for all children up to the age of 2 years.
- To provide a stimulating and safe environment for all who work or attend the setting and work in partnership with others such as unit officers, health visitor and midwives and families
- To work closely with the residents providing support and skills to build their confidence on release.

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.

- To be aware of the environment and uphold security and the ethos of the Nursery.
- Working closely with vulnerable adults and children.

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

- To work within the nursery team to provide a friendly, caring, relaxing and secure environment in order to encourage and develop children in our care.
- To ensure all daily routines are followed but allowing flexibility for individual children's needs and unforeseen circumstances.
- To observe, plan and implement activities for key children and group activities too. Incorporating festivals, cultures and events.
- To be a Key Person to a set of children which will include settling them in, Nursery inductions, Taking an active role in their Child and Mother Reviews and completing 4-week childcare plans.
- To maintain children's Learning Journey's and records, carrying out any reports needed for Safeguarding purposes or Special Needs.
- To be part of maintaining a clean and safe environment for all and carrying out regular maintenance checks and cleaning duties.
- To take children on regular outings into the community as a nursery team.
- To take an active role in your own professional development, keep up to date with current information regarding childcare and attend any relevant training.
- To contribute to team meetings and supervision meetings with line manager.
- Ensure all policies and procedures are followed and adhered to at all times. This includes reporting and recording of any safeguarding concerns and accidents,
- To respect confidentiality within the setting.
- To communicate effectively and be respectful of others opinions and values.
- To ensure good personal hygiene i.e., washing hands and follow HMP YOI Bronzefield Health and Safety Rules and Policies.
- To work alongside all management and team members on the mother and baby unit to ensure that the Sodexo beliefs are upheld and the philosophy behind each project is fulfilled.
- 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 work within HMP YOI Bronzefield Diversity and Inclusion policy.
- To work within HMP YOI Bronzefield Safeguarding Children and Vulnerable Adults policy.

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 maintain family ties through Stay and Play session and resettlement planning
- 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 in childcare.
- Minimum age 18 years- due to the environment.
- Experience of working with children aged under 2.

- 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

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| ▪ 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

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Document Owner	E. Charalambous		