

Job Description: Prison Custody Officer



Function:	Operational
Position:	Nursery Nurse
Job holder:	TBC
Date (in job since):	
Immediate manager (N+1 Job title and name):	Lead Nursery Nurse
Additional reporting line to:	Unit Manager
Position location:	HMP Peterborough

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

- To provide safe, high quality education and care for pre-school children; to fulfil legal and statutory requirements; to give professional support and supervision to all personnel on a day to day basis; to provide support to visiting health professionals, students, parents, pregnant prisoners and MBU officers.

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	Region Workforce	tbc
		EBIT margin:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth:	tbc						
		Cash conversion:	tbc						

Characteristics

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.

- To prepare and complete activities that are appropriate to the development of the child
- To ensure that the provision of education is of high quality and meets the needs of all children regardless of differing cultures, religions or abilities.
- To be aware of the environment and uphold security and the ethos that the Nursery.
- To undertake any other reasonable duties as directed by the manager of the mother and baby unit, in accordance with the nursery's aims and objectives.
- 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.

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

- To support team members and be an integral part of the decision making processes
- To liaise with and support parents regardless of their status.
- To be flexible within the working practises of the prison and nursery. To be involved in and prepared to help where needed, including domestic duties within the nursery.
- 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 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 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 MBU manager.
- To ensure that snack times are a time of pleasant socialisation
- To ensure that all food prepared for the children is correctly prepared and stored within Basic Food Hygiene guidelines.
- To wash and change any child as required
- To comfort any poorly child

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.

- 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 keeping process of achievements on file for children that you have key responsibilities for.

- To work alongside the OFSTED EYFS curriculum and to complete all work to a high standard. Maintain an overview of the day to day planning and observations carried out within the Nursery environment. This includes overseeing individual development files for each child.
- To work with parents integrating all children of age and ability into the nursery

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

Essential

- Level 2 childcare qualification working to Level 3 qualification whilst working.
- Knowledge and Training on EYFS.
- Experience in Childcare Environment.
- Good communication skills.
- DBS Enhanced

Desirable

- Paediatric First Aid.
- Willingness to learn and to be an effective team player

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

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

9. Management Approval – To be completed by document owner

Version	1.0	Date	October 2019
Document Owner	HMP peterborough		

SIGNED: _____

NAME: _____

Date: _____