

Job Description:

Deputy Lead Nursery Nurse

Function:	MBU
Job:	Nursery nurse in the MBU nursery
Position:	Deputy Lead Nursery Nurse
Job holder:	
Date (in job since):	25/06/21
Immediate manager (N+1 Job title and name):	Lead Nursery Nurse
Additional reporting line to:	
Position location:	MBU Nursery

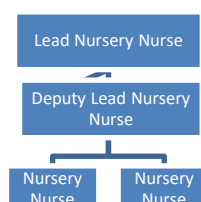
1. Purpose of the Job – State concisely the aim of the job.

- To oversee the running of the nursery in the managers absence.
- Maintaining paperwork, including updating policies in line with statutory requirements.
- Supporting Lead manager making decisions.
- Showing initiative and providing ideas to enhance the nursery environment
- To provide safe, high quality education and care for children under two years old; 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 families, health professionals, students, prisoners and MBU officers.
- MBU nursery is a unique setting for residents within the prison. We work closely with the residents providing support and skills to build their confidence on 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	Region Workforce	tbc
		EBIT margin:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth:	tbc						
		Cash conversion:	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.

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

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

- Overseeing the running of the nursery when Lead nursery nurse is absent.
- 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 proves 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.
- 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 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 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 nursery manager.

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 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 3 qualification-or equivalent.
- 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

Version		Date	27/07/21
Document Owner			