

Job description

Position:	Nursery Nurse
Division:	Workforce
Responsible to:	Nursery Manager
Responsible for:	To assist in the provision of care within the nursery by supporting the nursery team in providing high quality care
Reports to:	Nursery Manager, Deputy Manager, Room Manager, Parents or Carers
Salary:	
Band:	3
Location:	Sunshine Day Nursery
Hours of work:	37.5
Disclosure required:	YES

Job purpose

- To support in the smooth day to day running of the nursery, under the direction of the room manager.
- To plan and provide activities for the children in line with the EYFS

Our values

As an employee of Surrey and Sussex Healthcare NHS Trust, you have an individual responsibility to treat everybody with:

Dignity and Respect: we value each person as an individual and will challenge disrespectful and inappropriate behaviour.	One Team: we work together and have a 'can do' approach to all that we do recognising that we all add value with equal worth.
Compassion: we respond with humanity and kindness and search for things we can do, however small; we do not wait to be asked because we care.	Safety and Quality: we take responsibility for our actions, decisions and behaviours in delivering safe, high quality care.

Our objectives

1. **Safe** – Deliver safe, high quality care and improving services which pursue perfection and be in the top 20% of our peers
2. **Effective** – As a teaching hospital deliver effective and improving sustainable clinical services within the local health economy
3. **Caring** – Work with compassion in partnership with patients, staff, families, carers and community partners
4. **Responsive** – To become the secondary care provider of choice for our the people of our community
5. **Well led** – To be a high quality employer of choice and deliver financial and clinical sustainability around a patient centred, clinically led leadership model

Key working relationships

- To communicate effectively with parents/carers on matters directly concerning the care of their child.
- To attend and contribute to parent evenings and open days as appropriate, and feedback to parents/guardians on the development of their children.
- To attend regular staff meetings to include: curriculum planning, service development, strategic objectives.

Main duties and key responsibilities

- Support each child to ensure they get a good start and are encouraged to progress to the next stage of their learning within the areas of the EYFS.
- To support the aims and objectives of the nursery, according to established good practice, Hospital and Nursery Polices and Statutory Requirements with respect to an OFSTED inspection.
- Have up to date knowledge on Safeguarding Children and attend training as and when needed.
- Keep update within the latest childcare knowledge, research and practice.
- To observe, assess and complete child profiles for your key children, reporting any relevant information to the Room/Deputy/Nursery Manager

- To support the organising and implementation of the Nursery's role, as part of the Trust's Major Incident Plan.
- To support children at meal times and throughout the days, which will include, feeding, cleaning of face and hands and following our intimate care procedure when changing or assisting children/babies in the bathroom.
- To assist in the implementation of the Nursery's operational plan.
- Be responsible for maintaining high standards of Health & Safety, completing Incident/Accident forms as necessary.

Key attitudes and behaviours

- To maintain good professional childcare practices within the nursery.
- To contribute at the annual achievement review and termly supervision to order to monitor your performance and professional development.

OTHER DUTIES:

- To undertake such other duties appropriate to the scope and grading of their post and/or as designated by the Nursery Line Manager

This is an outline job description designed to give an overview of the responsibilities of the post. The post holder will be expected to be flexible to respond to change and organisational need. The post holder will also be expected to contribute to the wider corporate and organisational needs of the Trust as appropriate.

General

Information Governance

Whilst employed by the Trust you may have access to patient or staff information, this information must be kept confidential and must not be disclosed to anybody other than when acting in an official capacity. The unauthorised use or disclosure of patient or other personal information is a dismissible offence for Gross Misconduct under the Trust's Disciplinary Policy, and could also result in criminal prosecution. All staff must work in accordance with the General Data Protection Regulation (GDPR) and familiarise themselves with the Trust's information governance and related policies and procedures.

If this post involves the collection, entry, change or deletion of any data items either electronic or manual (e.g. the Trust Patient Administration System) it is your responsibility to ensure that as far as is reasonably possible, you have ensured that those details are accurate and up-to-date.

If this post manages members of staff, it is your responsibility to ensure that these staff are made aware of Trust policies and procedures relating to their area of work and to ensure that these are followed at all times. This post must also ensure that staff receive adequate and relevant training required by them to enable them to carry out their duties.

All employees must familiarise themselves with and adhere to all Trust policies and procedures including the following:

- Risk Management Policy and Strategy
- No Smoking at Work
- Equal Opportunities in Employment, including the Disability Discrimination Act
- The Caldicott Principles

Safeguarding vulnerable adults, children and young people

All Trust employees have a responsibility to safeguard and promote the welfare of vulnerable adults, children and young people. As such, you have a duty to familiarize yourself with the Trust adult and Child Protection Procedures and Guidelines which are accessible on the intranet.

No Smoking Policy

Surrey and Sussex Healthcare NHS Trust is a smoke free Trust covering trust premises, grounds and any trust owned vehicle. Staff should not smoke during their working hours and will be protected from passive smoking both in the Trust and whilst making home visits.

Research

The Trust manages all research in accordance with the Research Governance Framework, a copy of which is available in the medical director's office. As an employee of the Trust, you are required to comply with all reporting requirements, systems and duties of action put in place by the Trust to deliver research governance standards

Intellectual Property

From time to time during the normal course of your employment you may generate Intellectual Property (IP) which may have value in the delivery of better patient care. Where such Intellectual Property (IP) is created in the course of your employment or normal duties then under UK law it will generally belong to the Trust, unless agreed otherwise in writing between you and the Trust. The Trust management procedures for Intellectual Property (IP) have been approved by the Trust Board and can be found on the Trust Intranet Site. Trust Procedures are consistent with the Management Framework for Intellectual Property (IP) of the Department of Health. You are required

to comply with these procedures.

SASH+

As part of our commitment to ensure our culture and ways of working reflect and embed the practices and methodologies of SASH+, you will be expected, where identified, to attend and complete relevant training and development opportunities to support this. This may include Lean for Leaders, Advanced Lean Training, and the Human Factors Programme, amongst others. Full attendance and completion of identified courses will be considered mandatory for this post.

Essential	Desirable	Evidenced by
Qualifications		
<ul style="list-style-type: none"> <input type="checkbox"/> N.N.E.B. / BTEC Diploma in Childcare and Education/NVQ3 or equivalent 	<ul style="list-style-type: none"> <input type="checkbox"/> Safeguarding Training <input type="checkbox"/> First Aid Training <input type="checkbox"/> Health & Hygiene – Basic Certificate in food handling 	<ul style="list-style-type: none"> <input type="checkbox"/> Certificates
Experience		
<ul style="list-style-type: none"> <input type="checkbox"/> Working in a Day Nursery setting <input type="checkbox"/> Working in partnership with parents <input type="checkbox"/> Inclusion knowledge <input type="checkbox"/> Knowledge of EYFS and Statutory Requirements <input type="checkbox"/> Keyworker system 	<ul style="list-style-type: none"> <input type="checkbox"/> Experience of special needs and inclusion policy <input type="checkbox"/> 	<ul style="list-style-type: none"> <input type="checkbox"/> Certificates <input type="checkbox"/> References <input type="checkbox"/> Portfolio
Knowledge, Skills and Competencies		
<ul style="list-style-type: none"> <input type="checkbox"/> Ability to work with a wide age range from 0 – 5 years <input type="checkbox"/> Enthusiastic <input type="checkbox"/> Good communicator – both written and verbal <input type="checkbox"/> Innovative <input type="checkbox"/> Good partnership with parents <input type="checkbox"/> Good organisational skills 	<ul style="list-style-type: none"> <input type="checkbox"/> Experience of children aged from 0 - 5yrs <input type="checkbox"/> Keen to expand and develop knowledge and skills 	

<p>□ To attend staff meetings, parents and information evenings out of nursery opening hours</p>		
<p>Behaviours and Values</p>		
<p>Flexibility in shift/working patterns to meet the needs of the service Is able to participate as a team member Is of good health and good character as per NMC requirements Willing to accept additional responsibilities as delegated by senior staff Displays SASH Values: Dignity and Respect One Team Compassion Safety and Quality</p>		<p>Application and Interview</p>