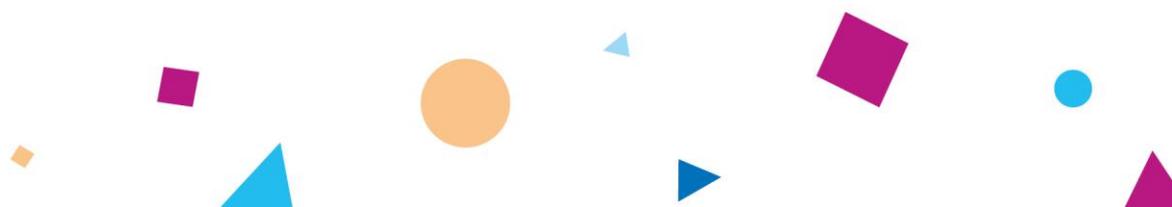


Job Description

Nursery Practitioner



Job Title	Nursery Practitioner
Division	Corporate
Base	Little Oaks Nursery
Grade	Band 3
Reporting to	Nursery Manager/Deputy
Hours	Part time - operating hours (Monday-Friday, 7am-6pm) 18.75 hours and 22.5 hours a week

About Gloucestershire Hospitals

We are one of the largest hospital Trusts in England, delivering services from two general hospitals in thriving Gloucester and beautiful regency Cheltenham. Our vision is to provide 'Best Care for Everyone' and we recognise that we need incredible staff to do this.

Gloucestershire Hospitals will take you on a diverse, exciting and rewarding career journey. We can offer you an excellent package, flexible working and exclusive benefits.

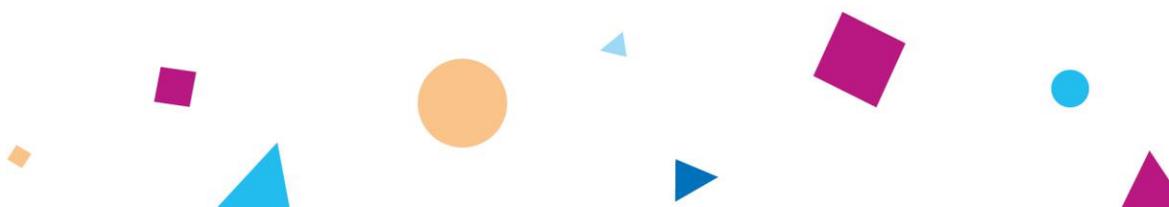
We are committed to creating a compassionate and inclusive environment and we support this through the development of shared decision-making councils and engagement projects. We want you to thrive, we encourage a culture of learning and innovation through our Quality Improvement Academy and offer our staff a wide variety of training and development opportunities, to support their personal and career development objectives.

We value your health and well-being, with a dedicated 2020 Hub, flexible working and a number of programmes to support this. We're passionate about providing safe and compassionate care and we will fully support you on your career journey.

Our values

It is expected that all employees uphold the values of the organisation as our values underpin everything we do and describe the way we expect our staff to behave towards our patients, families and carers and between each other. We have the following three values:

the **Best Care**
for Everyone
care / listen / excel



Main purpose of the job

To work as part of the expanding nursery team to deliver high quality childcare and education for NHS staff in the nursery setting supporting the Trust's initiatives. In line with the Trust Vision to provide the Best Care for Everyone.

The Gloucestershire Hospitals Nurseries began operating over 30 years ago. Employing a high calibre of staff, ranging from Nursery Trainees to Degree Level practitioners. The nurseries have a low staff turnover and the retention of highly skilled and motivated staff is paramount. The team are committed to providing a safe, caring and stimulating environment for children and prioritising positive play experiences.

The ideal candidate will be flexible, approachable and have plenty of energy and enthusiasm. With a passion for childcare, you will bring your experience and ideas to our friendly and welcoming team.

Main responsibilities and duties

- Meeting the diverse needs of children aged 3 months to 5 years
- To manage time effectively to complete additional duties such as planning and completing developmental records
- Meeting the needs of the parents/guardians acting professionally, compassionately and consistently in day to day and sensitive situation
- To ensure the requirements of Early Years Foundation stage and all other regulatory bodies are met at all times
- To adhere to the nursery policies
- To actively promote good working practice and hold a high regard for the delivery of quality, flexible childcare ensuring that the nursery provides a safe, hygienic, caring and stimulating environment for children and parents, promoting positive play experiences at all times
- To work as part of a team and support/guide Nursery Assistants and Students ensuring that they are encouraged to reach maximum potential
- Actively promote diversity both in relation to childcare provision generally and in the nurseries, ensuring that a culturally sensitive environment is maintained
- Considerable flexibility is required to meet the changing needs of the children
- To be a key holder and when required open or close the nursery
- At the discretion or in the absence of the Management team be responsible for administering prescribed medication or children's paracetamol

Organisational chart



Physical, mental and emotional effort and working conditions

Working with the children in an environment with noise, smell, bodily fluids and manual handling, bending, kneeling and crawling.

Personal specification

Job title	Nursery Practitioner
Base	Little Oaks Day Nursery in Gloucester

The following criteria will be assessed from information provided on your completed application form, during the shortlisting and assessment process, and by your referees.

Key to terms: E: Essential, D: Desirable.

How is it assessed? I: Interview, A: Application

Essential qualifications and training

NVQ in childcare and education/early years care and education at level 3 or equivalent	E	A
Paediatric first aid	D	A
Child Protection training	D	A

Experience

Working with children aged 0 - 5 years	E	A
Food handling and basic food hygiene	D	A

To have knowledge and understanding of Early Years Foundation stage	E	I
Excellent interpersonal skills	E	I
Ability to communicate, engage children's interest and facilitate their learning through fun play	E	I
Effective time management skills with the ability to prioritise	E	I
To have understanding of observation, assessment and planning and able to complete learning journeys and development paper work	E	I

Knowledge, skills and abilities

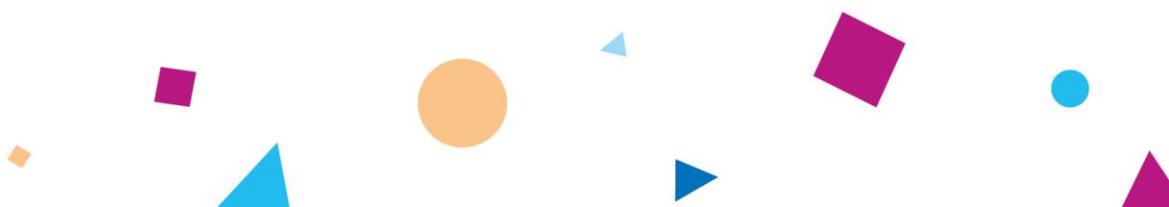
Qualities

Friendly and a team player	E	I
Motivated and enthusiastic	E	I
Conscientious and consistent	E	I
To be able to act calm under pressure	E	I
Passionate	D	I
Compassionate	D	I

General Conditions

Confidentiality

In the course of your employment, you may have access to, see or hear confidential information concerning the medical or personal affairs of patients and or staff. Unless acting on the instruction of an authorised officer, on no account must such information be divulged or discussed except in the performance of normal duties. Breaches of confidence, including improper passing of registered computer data, will result in disciplinary action, which may lead



to dismissal. You should be aware that regardless of any action taken by your employing authority, a breach of confidence could result in a civil action for damages.

In addition, records, including VDU screens and computer printouts of registered data must never be left in such a manner that unauthorised persons can obtain access to them. Written records must either be destroyed or retained in safe custody when no longer required, VDU screens should always be cleared when unattended.

Terms and Conditions of Service

The principal terms and conditions of your appointment will be those set out in the Agenda for Change national agreement as amended from time to time by the NHS Staff Council. These terms and conditions are set out in the NHS Terms and Conditions of Service Handbook, which is available on the Trust's intranet and NHS Employers web site.

Health and Safety

It is the duty of every employee to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers.

Data Quality

As part of your employment, you may be required to record Patient Information (computerised or on paper). You have a responsibility to ensure that information is entered accurately, completely and consistently. It is particularly important that patients' demographic details are kept up to date. Problems should be reported to your manager.

No Smoking Policy

Gloucestershire Hospitals NHS Foundation Trust operates a no smoking policy. Smoking is not permitted anywhere within the buildings and grounds of all Trust sites. These restrictions include all areas up to the boundaries of all sites.

NB

This job description is not intended to form part of the contract of employment or to be a complete list of duties and responsibilities, but is a good guide for information to the job. It will be periodically reviewed in the light of developing work requirements in the department. The officer in the post will be expected to contribute to that review.



Gloucestershire Hospitals
NHS Foundation Trust

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