

Job Description

Role Details	
Job Title	Nursery Assistant
Band	Band 2
Department/Service	Playdays Day Nursery, The James Cook University Hospital

Organisational Relationships:	
Responsible to:	Nursery Managers
Accountable to:	Nursery Managers
Professionally Accountable to:	Not applicable
Responsible for:	Children Parent's/Guardians/Carers

Organisational Chart:	
<div><div>Nursery Managers</div><div>↓</div><div>Room Leader</div><div>↓</div><div>Nursery Nurses</div><div>↓</div><div>Nursery Assistants</div><div>↓</div></div>	

Job Summary/ Role:

To provide effective care and learning for the children at the James Cook University Hospital to Support the aims and objectives of the Nursery by providing a safe, happy and stimulating environment that enhances children's learning experiences

Caring for approximately 86 children per day.

Key Relationships:

- Nursery Managers and Employees
- Children attending the Nursery.
- Parents, carers, and guardians
- Serco Estates and Catering teams
- Ofsted
- External Agencies e.g. Safeguarding, Speech and Language, Health Visitors, Portage
- To accept the equality, diversity and rights of all customers and colleagues

Core Functions:

- To ensure the health and well-being of children in the Nursery.
- To be supportive in maintaining an environment conducive to children's learning through positive play
- To actively contribute to the monitoring and recording of children's development, sharing of information with other workers to maintain consistency and continuity of care.
- To adhere to Trust & Nursery Policies and Procedures with due regard to health & safety issues and your duty of care.
- Ensure compliance with Child Protection Procedures.
- Assist in the running of the nursery in line with Ofsted Standards and Regulations
- Co-operate and assist in developing, delivering, and monitoring a learning strategy which supports children from Birth through the transition into the Foundation Stage.
- Comply with staff schedules and holiday rotas to ensure adequate levels of staffing are maintained.
- Work with parents and carers, helping them promote the play, learning, speech and language and health needs of their children. (Partnerships with Parents)
- To participate and contribute to monthly staff /room planning meetings and attend parents' meetings as and when required.
- Attend Mandatory training as required and keep up to date with developments in Early Year's Childcare and Education and curriculum issues. Attending staff development programmes, courses, and meetings where appropriate, during and outside working hours.
- To take the lead in setting out of play activities both indoors and outdoors to enhance the children's learning opportunities and experiences.

- Maintain good standards of health and safety within the nursery ensuring that, at all times, due regard is taken to all matters relating to the children, building, toys, equipment and staff. Supervising children both inside and outside in accordance with the nurseries policies and procedures.

JOB COMPETENCIES

- To care for children's physical needs
- To support children's social and emotional development
- To contribute to the management of children's behaviour
- To support the children in their involvement in activities
- To follow plans and routines within the room
- To develop the nutritional skills and social habits of the children at mealtimes, preparing and serving simple breakfast and snacks.
- To support and develop safe toileting habits.
- To foster positive partnerships with parents and adhere to parental wishes.
- To respond to basic first aid emergencies
- To work as a team member valuing the opinion of others.
- To complete any paperwork relevant to your role within the room.

PERSONAL COMPETENCIES:

- Take responsibility for developing self.
- Work effectively with others
- Communicate openly and accept feedback.
- Liaise across all levels of staff.
- Nurture positive working relations

COMMUNICATION AND WORKING RELATIONSHIPS:

The post holder will be required to communicate clearly, unambiguously, and professionally with the following:

- Nursery Managers and Colleagues – to maintain positive team working practices.
- Parents and other users of the Nursery – to maintain positive partnership working.
- Internal departments – HR – Wards /departments when contacting parents /Named nurse for Child Protection
- OFSTED – to comply with Registration and Inspection requirements.
- Department of Education – to follow practice requirements and guidance.

Administrative Responsibilities	To assist in developing, delivering and monitoring the early Years Foundation stage
Clinical Responsibilities	Not applicable for this role
Management and Leadership Responsibilities	Not applicable for this role
Responsibilities	To be an effective team member and provide quality care and learning opportunities for all children.
Policy and Service Development	Responsible for ensuring that policies and procedures are adhered to. Safeguarding policies and procedures are correctly followed and understood
Research and Audit Responsibilities	Complete surveys and audits when required e.g staff surveys
Managing Resources Responsibilities	To manage Nursery resources effectively and ensure that toys and equipment are utilised correctly.
Education and Training	The postholder will undertake Trust Core Mandatory Training and any other relevant role related courses if required.
<i>The job description and duties may be subject to future review as the needs of the service change.</i>	

KNOWLEDGE & SKILLS		
Essential	Desirable	Assessment Method
<p>Demonstrable communication and interpersonal skills</p> <p>Knowledge of the Requirements of the Childcare Act 2009</p> <p>Knowledge of safeguarding responsibilities and processes</p> <p>Knowledge of Ofsted standards & regulations</p> <p>Knowledge of the Early Years Foundation Stage</p>	<p>Relevant experience within a childcare setting</p> <p>Experience of working with the Early Years Foundation Stage</p>	
QUALIFICATIONS & TRAINING		
Essential	Desirable	Assessment Method
<p>NNEB /BTEC/NVQ 3 in Early Years Care and Education or equivalent</p> <p>GCSE English grade C or equivalent in English</p>	<p>12 hour paediatric first aid course</p>	
EXPERIENCE		
Essential	Desirable	Assessment Method
<p>Work placement experience within a childcare setting</p>	<p>Relevant experience within a childcare setting</p> <p>Experience of working with the Early Years Foundation Stage</p>	

PERSONAL ATTRIBUTES		
Essential	Desirable	Assessment Method
<p>The ability to organise a stimulating and creative day.</p> <p>Work effectively within a team environment</p> <p>A caring approach to the individual needs of children</p> <p>Creative</p> <p>Conscientious</p>		

General Requirements:

Communications and Working Relations

The post-holder must treat colleagues in a manner that conveys respect for the abilities of each other and a willingness to work as a team.

2. Policies and Procedures

All duties and responsibilities must be undertaken in compliance with the Trust's Policies and Procedures. The post-holder must familiarise the ways in which to raise a concern to the Trust e.g. Freedom to Speak Up – Raising Concerns (Whistleblowing) Policy in order that these can be brought to the Trust's attention immediately.

3. Health and Safety

The post-holder must be aware of the responsibilities placed upon themselves under the Health & Safety at Work Act (1974), subsequent legislation and Trust Policies; to maintain safe working practice and safe working environments for themselves, colleagues, and service users.

4. No Smoking

All Health Service premises are considered as non-smoking zones; the post-holder must familiarise themselves with the Trust's Smokefree Policy (G35)

5. Confidentiality

All personnel working for, on behalf of or within the NHS are bound by a legal duty of confidentiality (Common Law Duty of Confidentiality). The post-holder must not disclose either during or after the termination of their contract, any information of a confidential nature relating to the Trust, its staff, its patients or third party, which may have been obtained in the course of their employment.

6. Equal Opportunities

The Trust believes that all staff have a responsibility to make every contact count. This is to ensure that we are able to reduce health inequalities to the people we deliver services to and to our employees in our goal to deliver seamless, high quality, safe healthcare for all, which is appropriate and responsive to meeting the diverse needs of individuals. In working towards achieving our goals, it is important that staff and users of our service are treated equitably, with dignity and respect, and are involved and considered in every aspect of practice and changes affecting their employment or health care within the Trust.

7. Infection Control

The post-holder will ensure that (s)he follows the Trust's hospital infection prevention and control (HIC) policies and procedures to protect patients, staff and visitors from healthcare-associated infections. He or she will ensure that (s)he performs the correct hand hygiene procedures (as described in HIC 14), when carrying out clinical duties. He or she will use aseptic technique and personal protective equipment in accordance with Trust policies. All staff must challenge non-compliance with infection, prevention and control policies immediately and feedback through the appropriate line managers if required.

8. Safeguarding Children and Adults

The Trust takes its statutory responsibilities to safeguard and promote the welfare of children and adults very seriously. The Board of Directors expects all staff will identify with their manager during the SDR process their own responsibilities appropriate to their role in line with statute and guidance. This will include accessing safeguarding training and may include seeking advice, support and supervision from the trust safeguarding children or safeguarding adult teams. Where individuals and managers are unclear of those responsibilities, they are expected to seek advice from the safeguarding teams.

HR Use Only

Job Reference No:



South Tees Hospitals
NHS Foundation Trust

APPENDIX 2

PROFILE SUPPLEMENT

This Role Involves:	Yes	No	Rare	Occasional	Frequent	Examples
Lifting weights/objects between 6-15 kilos	x					
Lifting weights/objectives above 15 kilos		x				
Using equipment to lift, push or pull patients/objects	x					
Lifting heavy containers or equipment		x				
Running in an emergency			x			
Driving alone/with passengers/with goods		x				
Invasive surgical procedures		x				
Working at height or in a confined space		x				
Concentration to assess patients/analyse information	x					
Response to emergency situations			x			
To change plans and appointments/meetings				x		

depending on the needs of this role						
Clinical interventions		x				
Informing patients/family/carers of unwelcome news						
Caring for terminally ill patients		x				
Dealing with difficult family situations				x		
Caring for/working with patients with severely challenging behaviour				x		
Typing up of formal minutes/case conferences		x				
Clinical/hands on patient/client care		x				
Contacts with uncontained blood/bodily fluids	x					
Exposure to verbal aggression		x				
Exposure to physical aggression				x		
Exposure to unpleasant working conditions dust/dirt/fleas		x				
Exposure to harmful chemicals/radiation		x				
Attending the scene of an emergency				x		
Food preparation and handling	x					
Working on a computer for majority of work				x		
Use of road transport		x				

