

Job Description

Job Title: Nursery Bank Staff

Location: Muddy Puddles Nursery, Norwich

Responsible to: Nursery Manager

Responsible for: N/A

Job Purpose:

YMCA Norfolk provides housing and family support in the county of Norfolk and we have done so since 1856 we work with local authorities and social housing providers to offer housing for vulnerable young people homeless or at risk of homelessness. We also provide family support to those in need through local schools and within family homes. We offer sports and youth clubs in the county of Norfolk to give young people a place to go and socialise and get fit. We are proud of our heritage and ability to provide support to those in need.

This job is responsible for supporting the Nursery in providing a high-quality nursery provision, catering for children aged from 2 months to 5 years. The nursery is committed to the overarching aim of the EYFS (Early Years Foundation Stage) framework which guides the work of all our early years' practitioners. The primary focus of the role is to deliver a range of high quality creative and developmental nursery activities in line with policies and practice of the Nursery that meet standards and regulatory requirements.

The key elements of the post are to:

- a) Work as a member of the nursery team when required, showing initiative and creativity and fostering an environment which encourages the children's all-round development and where high standards of care are provided;
- b) To be available at short notice for shifts of up to 9.5hrs a day. To be on call for the nursery staff for sickness and holiday cover;
- c) Encourage the participation of parents and carers;
- d) Be aware of the agreed Key Performance Indicators and performance objectives and ensure a high level of service is always provided;


Main duties:

The post holder's main duties will include:

Work with children and parents:

- a) Following the guidelines of the EYFS framework and Nursery policy, assist with the delivery of a programme of activities which suit the children's stages of development
- b) Under the guidance of the Room Supervisor assist with the creation of a stimulating and attractive environment.
- c) Always provide and maintain close supervision of the children in your care (indoor and outdoor) and at mealtimes.
- d) Develop positive trusting relationships with parents/carers, encouraging them to be actively involved in nursery life and liaising in a friendly and professional manner.
- e) Work within the EYFS principles, adhere to and positively promote Nursery and YMCA Norfolk policies, procedures and guidelines.
- f) Strictly adhere to the agreed nursery behaviour management policy and procedures, promoting positive behaviour always.
- g) Commit to developing and maintaining a multicultural, anti-racist, non-sexist environment, respecting the children's individual differences.
- h) Be aware that room registers, signing in/out sheets, children's nappy charts, diaries and progress charts are maintained on a regular basis.

Health & Wellbeing

- a) Provide and encourage the children to eat a healthy balanced meal, whilst adhering to any noted menu dietary allergies/requests
 - b) Provide and encourage children to drink fresh drinking water/milk as appropriate
 - c) During snack and mealtimes ensure all children are supervised and that by following nursery policy and procedures around dietary requirements, needs are safely met.
 - d) Always ensure the general cleanliness of the children.
 - e) Work as part of a team to ensure the building and all equipment indoors and out is in a safe and clean condition ensuring all faults are reported through the appropriate channels.
 - f) Operate the highest standard of hygiene and cleanliness in the nappy changing/toilet area and food service areas.
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Health & Safety, Policies, and Safeguarding

- a) Share responsibility for safeguarding all children within the nursery.
- b) Ensure that the Room Supervisor (or nursery management in his/her absence) is aware of any incidents affecting the welfare of the children in your care. Log any incidents/accidents or safeguarding concerns on our INFORM system
- c) Be familiar with all emergency and security procedures e.g. fire drill, dropping off and collecting routines.

General

- a) Keep own knowledge updated, including knowledge of relevant childcare legislation, curriculum and theories of child development
- b) Respect and maintain confidentiality of all information received.
- c) Be a reliable member of a team when needed to support the nursery, working co-operatively and with flexibility and contributing positively to the development of a team environment.

Scope and accountability:

Activities:	As set out above
Staff:	No
Stakeholders:	Yes
Budgets:	No
Assets:	No
Information:	Maintaining records for children through care connect
Health & safety	Responsible for complying with health and safety requirements as well as not placing self or others in danger whilst at work.

Key working relationships:

Internal:	Service Managers and Staff
External:	a) Children, parents and other carers



Key competencies

- a) Meeting customer needs and being able to continually improve our services to make sure customers and stakeholders receive an excellent service,
- b) Behaving ethically and professionally with role and taking steps to learn and develop over the course of employment and achieving high levels of performance in self and others,
- c) Making sure that YMCA Norfolk delivers its priorities, manages relationships and risks as well as using resources appropriately to deliver success,
- d) Working effectively with others, opening and collaboratively, valuing their differences and creating a working environment which helps achieve goals.

Limits of authority:

The post holder will:

- a) Comply with the health & safety policy and associated procedures
- b) Comply with the childcare and safeguarding related policies and procedures and good practice.

Resources managed:

Responsibility for safe use of Nursery equipment and materials

General:

The responsibilities contained within this job description are indicative, but not exhaustive. As the role develops, the requirements of the post may change. Therefore, the post is subject to review in discussion with the post holder.

The post holder may be required to undertake other duties from time to time as YMCA Norfolk may reasonably require which are commensurate with the grade of the post.

The post holder shall comply with the YMCA's policies and procedures and ensure that appropriate actions and reporting protocols are always followed.

An Enhanced Disclosure is required for this position.



Safeguarding

- To ensure that YMCA Norfolk's Safeguarding Procedures, Policies and Operational Guidance are delivered in line with our values and ethos.
- To ensure the primacy of safeguarding children, young people and adults within or connected to YMCA Norfolk.
- To promote the welfare of children, young people and adults within or connected to YMCA Norfolk.


Internal Communications

- To ensure effective liaison with all departments regarding relevant issues and information.
- To assist the Nursery Manager in representing the YMCA work with external agencies and local churches as appropriate to develop a better service within YMCA Norfolk and across agencies.
- To input into cross-locality and cross-organisational working groups to support wider organisational objectives.

Development

- To contribute in monthly team discussions if necessary to further the current community work in line with the Organisations vision and strategy.
- Attend and participate in one to one-line management to ensure that standards are met continually even when not attending consistently.

Performance Management

- To ensure that the performance requirements of YMCA Norfolk (YMCAN) and funders are met and that parents and their families receive a high-quality person-centred service that is in line with YMCAN's values.
 - To maintain effective systems for recording and measuring outcomes for Quality Assurance purposes.
 - To be alert to and manage risk effectively in all locations.
 - To adhere to all lone working policies and risk assessments provided for you by YMCAN.
 - To actively take part in required mandatory training as part of the yearly cyclical training calendar.
 - To operate within clear professional boundaries and work within YMCA Norfolk's Staff Code of Conduct.
 - To operate within the Behaviours Framework embedded across the organisation.
 - To implement and adhere to YMCA Norfolk's Policy and Procedures at all times.
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Involvement

- To actively encourage a culture of involvement and inclusion of young people in the work and life of YMCAN.
- To engage in wider involvement opportunities and activities of YMCAN.

Equality and Diversity

- To act in accordance with YMCAN’s equality, diversity and inclusion policy and procedures, to ensure that the Association is compliant with legal and regulatory requirements.

Christian Ethos

- To work in line with the ethos of the organisation across the service area.
- To ensure all policies, procedures and working practices within the service area support the Christian identity and values of the organisation.

To carry out any other tasks that may be required from time to time in accordance with the post holder’s capabilities and the changing working environment.

Terms and Conditions

Pay:	Grade A £9.13 per hour + 12.069% uplift to cover holiday pay
Hours:	As and when required to be part of the rota from 7.30am-6.15pm Monday to Friday (excl BH)
Contract:	BANK
Shift Pattern:	Hours of work will need to be flexible across the day to meet the needs of the service. This will include being on a shift pattern
Annual Leave:	uplift in pay to cover annual leave entitlement
Pension:	Access to contributory stakeholder pension scheme after 3 months.
Notice Period:	1 week
Conditions of Appointment:	Satisfactory references and satisfactory DBS check.
In Service Training:	Time allowed for in-service training, subject to budgetary provision.



<p>Scale Staff</p> <p>Sites</p>	<p>N/A</p> <p>Muddy Puddles Nursery is based in Norwich but you may be required to work in other nurseries belonging to YMCA Norfolk as time progresses.</p>
<p>Discretion to Act</p>	<p>No discretion to act</p>
<p>Environment</p> <ol style="list-style-type: none"> 1. YMCA Norfolk operates on a 24 hour, 365 days per year basis. 2. Unsocial hours 3. Risk 	<p>In extreme circumstances, the post holder may need to be contacted in the event of an emergency related to their Service Area.</p> <p>Due to the nature of the post there may be unsociable hours of early mornings and evenings.</p> <p>There may be identified risk which will be documented and discussed with you before working with the child. The risk will be mitigated as far as possible and a Lone Working Risk Assessment will be given identifying all areas of risk which you will be expected to adhere to when working in the community.</p>



Person Specification

Job Title	Nursery Bank Staff	
Category	Essential	Desirable
Knowledge	<p>K1 – knowledge and understanding of the EYFS framework</p> <p>K2- understanding of the physical and emotional needs of young children</p> <p>K3- Knowledge of Health and Safety practice and legislation within a nursery setting</p>	<p>K4- Good understanding of the cultural diversity in the local area and implications for the nursery provision</p>
Skills	<p>S1 – Able to help plan and organise activities in line with childcare frameworks that deliver high quality nursery provision</p> <p>S2 – Good level of applied written and verbal communication skills</p> <p>S3 - Time management skills</p> <p>S4-A genuine concern for the development and care for children regarding their physical, emotional and intellectual needs</p> <p>S5-Positive approach to the management of children’s behaviour</p>	
Aptitude	<p>A1 – Computer literate and ability to learn new skills,</p> <p>A2 - Able to develop strong positive working relationships with colleagues</p>	<p>A1 - A working knowledge of Microsoft word and outlook would be an essential part of the role</p>



	<p>A3- Able to respond promptly and effectively within established policies, procedures and guidelines</p> <p>A4- Ability to respond promptly and effectively to changes or unexpected developments</p> <p>A5- Understanding of the importance of confidentiality</p>	
Experience	<p>E1- Able to write clear concise records on Care Connect</p> <p>E4- Strong interpersonal skills with the ability to build effective and cooperative relationships with staff, parents and other agencies</p>	<p>E2 – Food Hygiene Certificate or willing to undertake the training</p> <p>E3 - Experience of the voluntary or not for profit sector</p> <p>E5- paediatric first aid certificate or willing to acquire</p>
Education	<p>Q1 - "O" level / GCSE or Equivalent in Maths and English</p> <p>Q2 – Qualification in childcare, level 2 or 3</p>	<p>Q3 - Evidence of recent relevant training</p>
Christian Ethos	<p>V1 - In sympathy with the Christian Identity of the YMCA</p>	
Personal Qualities	<p>P1 - Able to present self and work effectively</p> <p>P2 - High levels of honesty, integrity and discretion</p> <p>P3- commitment to valuing equality and diversity and understanding how this applies to service provision</p> <p>P5- Willing to work a shift system in line with nursery</p>	<p>P4- Commitment to own professional development</p>



	operational hours, and parents evenings when required P6 - Minimum age for post is 17	
Circumstances	C1 - Able and willing to work unsocial hours C2 - Hold a full driving licence and have own transport	
Health	H1 - Able to meet the requirements of the post with or without reasonable adjustment	
Equality and Diversity	O1 - An understanding of equality and diversity	

