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Post:	Nursery Cook		
Last Version Date:	April 2017		
Version No:	4	Version Effective Date:	April 2017

Position: Nursery Cook

Hours: 25 hours per week

Salary: Meets NMW/NLW

Reports to: Goodwin Nurseries Manager

Base: Fenchurch Street Nursery

Summary of Purpose

Children's Centre services are part of the Early Years provision and as such aim to improve the health and well being of families with young children before and after birth. They also aim to make sure children are ready to flourish when they reach school age by working with parents and carers to improve children's life chances.


The post holder will work towards providing a balanced, healthy and nutritious diet for all children in the nursery, including breakfast, lunch, tea and snacks, ensuring that health and safety and food hygiene rules and regulations are adhered to at all times.

The post holder will have a commitment to developing their practice through relevant training and qualifications. They will also hold up to date training in Food Safety L2 and L1 Safeguarding Children course – A shared responsibility; and understand the need for this.

This is a unique opportunity to be part of a development programme that is committed to improving outcomes for children and families through the delivery of high quality childcare and education and integrated services in the Riverside locality.

Main Duties/Responsibilities

- To promote and safeguard the welfare of children and young persons in accordance with the Childcare Act 2004.
- Maintain confidentiality of information obtained regarding children, families and other staff, which is learned as part of the job role. This does not include information concerning protection of children which must be shared with the Nursery Manager in line with LSCB guidelines.
- To obtain and maintain a Criminal Records Bureau check (CRB) through Goodwin Development Trust and to renew these every 3 years.
- to write appropriate menu's, with support from the nursery team, parents and children, that are appealing to children

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- to serve food with the children in the nursery rooms and to stay with the children over lunch time to cover staff lunches
- to cook with the children (in all rooms) on a weekly basis
- to have an understanding of different dietary requirements for children aged 6 months to 5 years and to alter menus accordingly
- have an awareness of allergies and dietary needs or be willing to train towards this
- be willing to undertake any relevant training
- to do regular stock takes and order food and relevant cleaning products on a weekly basis ensuring stock rotation
- ensure all Health and Safety Policies and procedures are followed on a daily basis and are in line with Environmental Health guidelines
- to review and update these policies and procedures in accordance with current legislation and nursery requirements
- To establish relationships with all children within the nursery
- To work as a reliable and enthusiastic member of the nursery team across all Goodwin Children's Centres and other Goodwin sites.
- To work towards, all relevant policies, procedures and risk assessments.
- To attend 75% of all staff meetings
- Maintain good hygiene standards, both personal and within the nursery.
- Be familiar with and have regard for security procedures.

Additional tasks:

- To work with the team to achieve a quality assurance scheme (Steps to Quality).
- To identify own training and development needs and show a commitment to continuous professional development
- To have a "can do" approach to the post.
- To undertake any other tasks which are of relevance to the position.


General

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility

The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act. Confidentiality must be maintained at all times.

The post holder must be flexible to ensure the operational needs of GDT and partnership organisations are met. This includes undertaking duties of a similar nature and responsibility as and when required.

GDT is committed to safeguarding and promoting the welfare of every child, vulnerable adult and service user and expects all staff and volunteers to share this commitment and participate in training as required. The post holder shall comply with measures that are introduced to ensure equality of opportunity and non-discrimination and will be expected to promote and follow all current Goodwin Development Trust policies and procedures.

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It is GDT's policy that all staff, volunteers and trustees undergo a Criminal Record Bureau (CRB) check prior to recruitment and every 3 years thereafter.


The Health & Safety at Work Act (1974) and other legislation places responsibilities for Health & Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for the Health and Welfare of him/herself and other employees in accordance with legislation and GDT specific Health & Safety policies and procedures. It is the responsibility of the individual to inform the Health & Safety Department and their line manager (In Strictest Confidence) of any health related issues which could affect their work duties and require measures to be implemented to ensure the post holder can carry out their duties safely.

Where the post holder is disabled every effort will be made to supply all the necessary employment aids, equipment or adaptations to enable him/her to perform the full duties of the job. If however, a certain task proves to be achievable then job redesign will be given full consideration.

It is the responsibility of the individual to inform the Health & Safety Department (In Strictest Confidence) of their medical history and any changes which could affect their work duties.

Person Specification


Technical Competencies (Experience and Knowledge)		Essential (E) or Desirable (D)
(Please also include here qualifications required to carry out the role)		
T1	<u>Qualifications & Training:</u> Willingness to achieve further qualifications Safeguarding training L1 – A Shared Responsibility Food Safety Level 2 (formerly (Basic Food Hygiene) Paediatric First Aid Equal Opportunities Further safeguarding training	E E E D D D
T2	<u>Experience:</u> Experience working within an Early Years Setting Working towards all policies and procedures Experience of Environmental Health Inspections Experience of working with parents, carers, students and volunteers Working knowledge of Ofsted regulations and requirements and Ofsted inspections Experience of reflective practice	E E E D D D
T3	<u>Skills:</u> Motivation to work with children and young people and vulnerable adults Be able to work as part of a team Able to work independently under the direction of the Management Team	E E E

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T4	<u>Knowledge:</u> Knowledge and commitment to safeguarding and promoting the welfare of children and young people and vulnerable adults Knowledge of dietary requirements and allergies Knowledge and understanding of Sure Start and Children's Centres Knowledge of Equal Opportunities	E E D D
T5	<u>Interpersonal & Communication Skills:</u> Ability to form and maintain appropriate relationships and personal boundaries with children and young people and vulnerable adults Ability to communicate verbally with parents/carers, volunteers, professionals and other agencies	E E
T6	Post subject to an enhanced CRB clearance Able to work shift patterns between 7.30am and 6pm on a regular basis Able to work weekends and evenings occasionally	E E E
Core Competencies		Level
C1	Planning & Organisation	2
C2	Problem Solving & Decision Making	2
C3	Reliability	3
C4	Change Orientation	2
C5	Report Writing	0
C6	Influencing, Persuasion and Negotiation Skills	2
C7	Communicating	1
C8	Customer & Client Service and Support	2
C9	Leadership & Management	1
C10	Team Work	1
C11	Creative and Strategic Thinking	1
C12	Financial Management	1
C13	Equality & Diversity	2
C14	Working Restoratively	2
C15	Health & Safety Knowledge & Experience	2

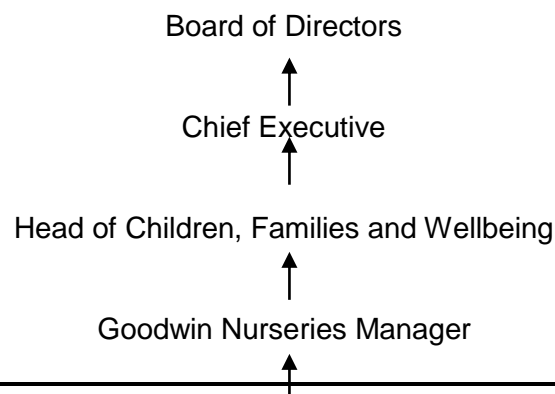
Mandatory Training Relevant to the Role (Training will be provided)


Training	Essential	Desirable	N/A
Administration & Management of Medicines		X	

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Confidentiality & Data Protection	X		
Conflict Management (Managing Aggression & Violence)		X	
Customer Services Training		X	
Drugs & Alcohol Awareness		X	
Emergency First Aid at Work		X	
Equality & Diversity Awareness	X		
Fire Extinguisher Training		X	
Fire Safety Awareness / Fire Marshal Training		X	
First Aid at Work Appointed Person			X
Food Hygiene Awareness / Food Safety	X		
Health & Safety Awareness		X	
Health & Safety COSHH			X
Health & Safety IOSH Directing Safely			X
Health & Safety IOSH Managing Safety			X
Induction to Care			X
Infection Control			X
Internal Verifier Trainer			X
ITQ Level 1 (IT Qualification)			X
ITQ Level 2 (IT Qualification)			X
Lone Working Procedures			X
Manual Handling (Handling & Moving)	X		
Medication Awareness		X	
Mental Capacity Act			X
Mental Health First Aid			X
Moving and Handling with Hoist			X
Moving People Safely			X
Paediatric First Aid (Early Years)	X		
Performance Review Training			X
Restorative Practice (Introduction & Effective Circles)		X	
Safeguarding Adults		X	
Safeguarding Children	X		
Train the Trainer			X

Department Structure



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Fenchurch Assistant Manager



Nursery Cook

Review Arrangements:

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the job description will be revised from time to time and GDT will consult with the post holder at the appropriate time.			
Version No:		Version Effective Date:	
Name employee:			
Signature:		Date:	
HR Department:			
Signature:		Date:	