



LITTLE THINKERS NURSERY & PRE-SCHOOL

JOB DESCRIPTION

Job Title: Room Leader

Responsible to: Senior Room Lead, Deputy Manager and Nursery Manager

Posts Supervised: Nursery Practitioners/Assistants/Trainees

JOB PURPOSE

Under the direction of the Nursery and Deputy Manager and Senior room lead, be responsible for supporting practitioners to provide a high standard of childcare for children aged between birth - 5 years within a stimulating and friendly environment that is physically and emotionally secure. Children's welfare must be of paramount importance.

KEY TASKS

- Maintain a high standard of professional conduct at all times, and a child centred approach to the care provided in accordance with national and Nursery policies/procedures, current legislation and the Early Years Foundation Stage Framework.
- Supervise, Nursery Practitioners, Assistants and Students. Effective delegation and communication and promoting positive attitudes regarding the nursery.
- Work in Partnership with parents to encourage involvement in their children's development.
- Open and close the Nursery as requested.
- Plan and implement a range of activities to ensure that the physical, intellectual, emotional and social needs of each child are properly met. Regularly monitor and evaluate the activities to suit each child's individual development needs.
- Monitor the use of child development and assessment records in planning activities to meet individual children's needs, and support staff in producing said records.

- Ensure the provision of a high-quality environment to meet the needs of individual children from differing cultures and religious backgrounds and stages of development.
- To manage the deployment of staff within selected age group.
- Prepare materials and equipment at the start of each session and clearing away at the end. All toys, equipment rooms and play areas must be kept safe and hygienic at all times and as clean and tidy as is practicable. This will involve damp dusting, minor cleaning, sterilising and mopping up of spillage, etc.
- Ensure that toys and equipment are properly used, withdrawing immediately or rendering harmless any potentially dangerous items and arranging repair or proper disposal thereafter. Also reporting, immediately to superiors, any repair or maintenance work required to the fabric of the building.
- Ensure that the Manager is kept informed of the physical and emotional security of the children and that anything about a child that gives cause for concern is reported to the Manager immediately and acted upon accordingly.
- Comforting sick or injured children, having administered appropriate first aid, when appropriate.
- To be responsible for your own health, safety and welfare as well as the users of the Nursery in both normal and emergency situations in accordance with Nursery guidelines. Also being fully conversant with fire drills and other emergency procedures and taking responsibility for the children under your care.
- Supervising the children at meal times, and feeding as necessary having regard to health and hygiene in the preparation and handling of food.
- Act as a Key Person for a group of children maintaining accurate records as directed by Nursery Manager
- Attend to the physical needs of the children (aged birth to 5 years). Generally fostering their development, independence and self-reliance. Liaising with the children's parent/guardian(s) at all times to help to achieve this.
- Adopt a flexible and teamwork approach to work at all times including providing the necessary cover for other staff in emergency situations, etc, as directed by and within the limits of registration requirements. When necessary staying late with children ensuring that emergency arrangements are made for them to be reunited with their parent/guardian(s).
- Encourage staff to be economical with supplies.

- Update and monitor parents' notice boards and displays to ensure information is current and relevant.
- Assist the Nursery Manager by participating in arranging and attending regular parents' evenings, publicity, open weekends and children's outings and ensuring effective marketing.
- To undertake any other reasonable duties as directed by the Nursery Manager, in accordance with the Nurseries business plan and objectives.

NB. This post is exempt from the rehabilitation of Offenders Act 1974, applicants must be prepared to disclose any convictions/cautions they may have and any orders which have been made against them

PERSON SPECIFICATION

POST TITLE: Room Leader

ATTRIBUTES/CRITERIA	RANK	HOW ASSESSED
<p>EDUCATION & TRAINING</p> <p>NVQ level 3, Btec or equivalent, Foundation Degree, a relevant BA or other degree. First Aid Certificate Safeguarding Training Equal Opportunities</p>	<p>Essential</p> <p>Desirable Desirable Desirable</p>	<p>App/Cert.</p> <p>App/Cert. App/Cert. App/Cert.</p>
<p>KNOWLEDGE & EXPERIENCE</p> <p>Experience of relevant practical nursery work Supervisory experience in a full day care setting Knowledge of Health and Safety Legislation/procedures Knowledge of Child development and behaviour Experience of Special Needs Knowledge of Safeguarding Children /multi agency working and the CAF process Knowledge of Every Child Matters/The Children Act Knowledge of the Early Years Foundation Stage Understanding of equal opportunities and diversity Experience of creating, implementing and monitoring effectiveness of policies and procedures</p>	<p>Essential Essential Essential Essential Desirable Essential</p> <p>Essential Essential Essential Desirable</p>	<p>App/Int. App/Int. App/Int. App/Int. App/Int. App/Int.</p> <p>App/Int. App/Int. App/Int. App/Int.</p>
<p>SKILLS & ABILITIES</p> <p>To be able to carry out administration and financial tasks Ability to work on own initiative and prioritise workload Ability to initiate and implement ideas Good planning/organisational skills Computer literate To be able to communicate effectively and develop positive relationships with adults, children and outside agencies Ability to write legibly and good presentation skills Ability to use initiative</p>	<p>Desirable Essential Desirable Essential Desirable Essential</p> <p>Desirable Essential</p>	<p>App/Int. App/Int. App/Int. App/Int. App/Int. App/Int.</p> <p>App/Int. App/Int.</p>
<p>OTHER</p> <p>Enthusiasm for the role Flexible, Friendly Approach Personal Development</p>	<p>Essential Essential Essential</p>	<p>App/Ref/Int. App/Int. App/Int.</p>

KEY

App - Application
 Int. - Interview
 Ref - Reference
 Cert. - Certificate