



Job Title	Room Leader
Reports To	Nursery Manager and Deputy Manager

Job Role

- To work as part of a large, energetic team providing care and support for children aged 3 months to 5 years by providing and promoting a safe, caring and stimulating environment.
- To lead and support your team to ensure they are working within the guidelines outlined by Ofsted and The National Standards/EYFS
- To implement and plan the daily activities in your base room
- To promote the aims and objectives of the nursery

Key Responsibilities

- Provide an extensive programme of activities suitable for the age range of children. You must then supervise the organisation of these activities to ensure that all aspects of a child's development are met in a stimulating environment.
- To ensure a high standard of Health and Safety for all for the children and staff in the nursery environment within the boundaries of the Health and Safety Act 1974.
- Providing effective communication to parents on a daily basis – giving verbal feedback about daily child experiences – ensuring all staff in your base room adhere and are able to do this.
- Provide an extensive programme of activities suitable for the age range of children. You must then supervise the organisation of these activities and ensure that all staff are involved and deliver the activities successfully.
- To care for the physical and emotional wellbeing of the children through implementation of the Early Years Foundation Stages. This is to be displayed through extensive knowledge of Planning, Evaluation, Observation, Assessment and Record Keeping. You will be responsible for ensuring that all of your team are capable within these areas.
- Encourage and support good table manners at mealtimes and ensure that all staff foster this ethos
- Demonstrate positive and proactive attitudes and behaviours throughout the nursery
- To embrace our Equal Opportunity Policy and support every child that attends the nursery
- Ensure that the nursery environment is safe, hygienic, well presented and stimulating at all times
- Promote the Nursery's Healthy Eating Policy with parents and staff
- You must ensure that you and your team comply with the nursery's policies and procedure at all times.
- To maintain at all times confidentiality for all children, parents and staff ensuring that you immediately report information to Management as necessary.
- Working with management to ensure all staff are trained to a competent level and are adhering to our Policies and Procedures along with the guidelines of the staff handbook
- To assist in the supervision of training students in placement and volunteers in the nursery.

- Carry out risk assessments both within the nursery building and the outside play areas to ensure both children and staff are safe at all times
- To assist the manager with the efficient upkeep of maintenance/stock of equipment

Other Responsibilities

- Any other reasonable duties appropriate to the role as directed by management.
- To attend monthly staff meetings and training sessions which may be outside of working hours

Qualifications and Experience

Essential

- Level 3 Early Years and Childcare Qualification
- 2 years' post qualifying experience in a day care setting
- Detailed knowledge and experience of Early Years Framework
- Knowledge of the Early Years Foundation Stage
- Able to communicate effectively at all levels (parents, children, colleagues and senior management)
- Previous experience of managing a team/individuals
- A desire and ability to achieve high standards
- A strong motivator who is able to work under pressure
- Clean and smart appearance
- Organised, able to solve problems with a fair and flexible approach

Desirable

- Early Years Foundation Degree/Honours
- Previous experience of developing a team
- Experience in dealing with large groups of children
- Strong interpersonal skills
- Completion of other relevant courses

Benefits

- Competitive salary
- Free onsite parking/Town Centre Location
- Recognition of service
- Full uniform provided