



Springles Day Nurseries

Job Description – Room Leader

KEY OBJECTIVES

- To participate in the daily supervision of the room in accordance with the requirements of Company Policy, the Children Act 1989 and other relevant legislation; and all local authority and OFSTED requirements.
- To take responsibility for the safety, security and well-being of all children within the room.
- Ensure all Company Policies and Procedures are adhered to in the nursery at all times.
- To continue professional development through training opportunities offered and self development.

RESPONSIBILITIES

OPERATIONAL

- To be responsible for the day-to-day management of their own room, encouraging good practice by the staff team with regard to individual and group work with the children.
- To be responsible for the regular supervision of staff within their own room including identifying any career development or training needs.
- To communicate clearly with parents / guardians, encouraging them to participate in their child's progress and development.
- In consultation with the Manager, to develop, carry out and evaluate an annual programme of activities, suitable for the age range of the children, following the guidelines for the implementation of 'Early Learning Goals'.
- Be responsible for creating a stimulating and attractive classroom environment.
- To observe each child's progress and report on achievements, looking for progression and continuity. Where appropriate, to participate in a 'Keyworker' system, and take a special interest in a specified number of children.
- In the absence of the Manager / Deputy Manager, to assist with the overall management of the nursery; including liaising with all external agencies.
- Together with the Manager, ensure that all required standards, ratios and conditions of registration are maintained at all times within the room.
- To help with the organisation of and attend parents meetings and open days as required.

PERSONNEL

- To ensure that their room is appropriately staffed at all times.
- To take an active role in the recruitment, training, motivation and development of staff within the room, taking account of Company Policy and all statutory

requirements to ensure that staff fulfil the provisions of their job descriptions.

- To participate in the organisation of and attend regular staff meetings and appropriate training sessions, which ensure staff are kept up-to-date on Company Policy and Procedures and OFSTED requirements.
- To ensure all trainees within the room receive appropriate mentoring and training, in accordance with their individual training needs.

FINANCIAL

- Together with the Manager, to assist in monitoring and controlling all allocated costs within their room.

HEALTH AND SAFETY

- To ensure that the highest standards of safety, security, hygiene and cleanliness are operated at all times within the Nursery, and in particular, within their own room.
- In the absence of the Manager / Deputy Manager, ensure that all security and safety systems are always fully operational and used properly by all staff.

GENERAL

- To adhere to all Company Policies and Procedures including attendance at meetings, preparation of reports and any other duties as required.
- To ensure the Company's Equal Opportunities Policy is adhered to at all times.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
NNEB, BTEC, NVQ3 in childcare or other relevant qualification	✓	
A minimum of one year's post qualifying experience with children aged 3 months to 5 years	✓	
Previous supervisory experience		✓
Knowledge of Health & Safety issues		✓
Knowledge and understanding of the Children Act	✓	
Affinity with young children	✓	
Ability to work as a reliable member of the team, developing positive relationships with colleagues, parents, children and outside agencies	✓	
Excellent communication skills	✓	
Knowledge and understanding of Equal Opportunities	✓	
Experience / knowledge of OFSTED Inspection		✓
First Aid Certificate	✓	