

MONTY'S DAY CARE

Job Description

Job Title: **Nursery Room Leader**

Reporting To: **Deputy Nursery Manager/ Nursery Room Leader**

Main Duties

- Working in partnership with and supporting the Nursery Manager and Deputy Nursery Manager/ Nursery Room Leader to ensure the daily running and administration of the nursery, adhering to the Policies & Procedures of the company and compliance with the Children Act, Health and Safety legislation and within the guidelines of Ofsted/ CSIW and the National Standards. Ensuring confidentiality is maintained in the nursery.
- Occasional cover for Nursery Manager and/ or Deputy Nursery Manager/ Room Leader.
- Acting as a Named Coordinator relevant to their skills or training as designated by the Nursery Manager.
- Supervising Nursery Nurses and Students and carrying out supervisory meetings where appropriate under the guidance of the Nursery Manager and Deputy Nursery Manager/ Nursery Team Leader.
- Supporting the Deputy Nursery Manager/ Nursery Room Leader and assisting with the planning of activities in a designated area of the nursery.
- Liaising with the Deputy Nursery Manager/ Nursery Room Leader Nurse in organising relevant staff, effective mentoring of junior staff, effective delegation and communication and promoting positive attitudes regarding the company.
- Attending regular meetings with the Deputy Nursery Manager/ Nursery Room Leader, and participating in staff meetings.
- Care and supervision of the children with regard to their physical, emotional and intellectual needs.
- Assisting with staff inductions and helping new staff to fit into the nursery.
- Providing a good role model for Nursery Nurses and Students.
- Providing feedback to the Deputy Nursery Manager/ Nursery Room Leader on issues relating to the nursery day.
- Addressing staff and parent queries.
- The Nursery Room Leader must at all times ensure that only designated staff administer medication as recorded in the risk assessments.
- Keeping and monitoring accident, incident and risk assessment records.
- Offering all children equal opportunities with regard to their religious persuasion, racial origins, gender, disabilities, cultural or linguistic background; in particular, challenge situations where racism or discrimination is displayed.
- Assisting the Nursery Manager and Deputy Nursery Manager/ Nursery Room Leader, participating in arranging regular parents' evenings, publicity, open weekends and children's outings and ensuring effective marketing.
- Any other duties appropriate to the post as directed by senior members of staff.

This list of duties is not exhaustive

Person Specification

NVQ Level 3 in Childcare

1 year's relevant experience in a similar role or in an environment working closely with children

Excellent communication skills

Own car suitable for collecting children

First Aid

Child Protection

Team Player

Self motivated

Signed..... (Job Holder)

Name.....

Date.....