



Pre-School Room Leader Job Description



We are a homely, caring and cheerful nursery based in Cheltenham and we require a Pre-School Room Leader to work with our 3-5 year olds.

Applicants must have a minimum level 3 qualification and preferably hold up to date First Aid, Child Protection and Food Hygiene certificates.

Suitable candidates will also have previous childcare experience and experience working as a Room Leader is desirable.

Salary in the region of £7 gross per hour, dependant on qualifications and experience

Full time up to 40 hours per week working Monday - Friday

September/October start date

Offer of employment will be subject to satisfactory application, interview, trial day, references and CRB Check.

DUTIES AND RESPONSIBILITIES

1. To provide the highest standards of quality care and education.
2. To work within the framework of the Children Act, the Early Years Foundation Stage, Statutory Framework, the Nursery's Policies and Procedures and current legislation relating to childcare
3. To implement and evaluate a plan of suitable experiences and activities for the children in your care, providing a safe and stimulating environment for the children to develop.
4. To ensure that health and safety and security measures are constantly maintained
5. Preparation and maintenance of appropriate children's records, observations and learning journeys and a system of planning for individuals needs and next steps
6. Foresee the needs of Special Needs children and give physical, emotional, intellectual guidance as appropriate and work alongside parents to give full integration in the Nursery.
7. Work positively as part of a whole team, using initiative, sharing information and being flexible whenever necessary.
8. To work in close partnership and to develop and maintain good relationships with parents / carers and other family members.
9. To attend ALL out of working hours activities, e.g. training, staff meetings, parents evenings, events, etc.
10. To organise room meetings to ensure good team motivation, information sharing and planning.
11. To be flexible within working practices of nursery. Be prepared to help where needed, including to undertake certain domestic jobs within the nursery, e.g. preparation of snack, cleansing of equipment, putting out bins, laundry, etc. Also flexibility with regard to working in different rooms as and when required to ensure effective operation of the nursery.
12. Work alongside the Manager and staff team to ensure that the vision, philosophy and objectives of the nursery are fulfilled.
13. To respect and maintain confidentiality in relation to children, families, staff and the nursery.
14. To 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.
15. To be aware of the high profile of the nursery and to uphold its standards at all times. To be an ambassador for the nursery both within the nursery and in the wider community.
16. To ensure good standards of hygiene and safety standards appropriate for the needs of young children.
17. To initiate and conduct effective risk assessment.
18. Supervise, direct, support, motivate and performance manage the staff team.
19. To provide support to unqualified team members and students who are pursuing a childcare qualification.
20. To have an awareness of the requirements of the nursery as a whole and to be familiar with the routines of each of the rooms.
21. To deputise as Person in Charge in the absence of the Nursery Manager.
22. To show potential parents around the nursery, booking trials and enrolling new children
23. Occasional office responsibilities such as writing staff rotas, writing up meeting notes, planning resource orders



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