

## **WYVERN COLLEGE**

### **WYVERN CHILDCARE**

#### **JOB DESCRIPTION**

<b>Post Title:</b>	Room Leader
<b>Responsible to:</b>	Childcare Manager / Deputy Manager
<b>Purpose of the job:</b>	To oversee the operation of the Room within the day nursery in partnership with the Childcare Manager to create and maintain a safe, stimulating environment whereby each child's welfare is paramount.

#### **MANAGEMENT AND CHILD SERVICE DELIVERY**

To be responsible for the Room environment, using guidance from the EYFS to ensure that service delivery is of a high quality for children on a consistent basis.

To use a flexible approach in planning a daily routine that genuinely meets the needs of all the children on a daily basis.

To assist the Managers with regard to the overall organisation of the children's care, promoting the organisational aims and ethos consistently.

To be responsible for the consistent process of planning, monitoring, and evaluating the facility, curriculum and progression, under the supervision of the Childcare Manager.

To work as a key person for a small group of children, offering each child a high standard of care plus a wide range of interesting, exciting and engaging learning opportunities that challenge and build upon previous learning experiences.

To work as a co-key person in the absence of other staff within the room.

To ensure compliance with health and safety regulations and work as a role model for staff and children with regard to promoting safe and hygienic practices. Report any H&S concerns to the Manager.

To maintain good hygiene practice, ensuring that staff and children are familiar with hygiene routines.

To adhere to all policies and procedures within the setting.

To supervise, motivate and support staff, plus trainees and volunteers, who are participating in training within the pre-school, offering guidance and knowledge where needed.

To undertake nursery record keeping. Examples of these include children's developmental records, daily register, accident report forms etc to meet the requirements of OfSTED, the EYFS and parents.

### **EXTERNAL AND INTERNAL COMMUNICATIONS**

1. To generate a partnership with parents/child's main carers, communicating with them daily, to exchange necessary information which will contribute to meeting each child's individual needs.
2. To pursue telephone enquiries.
3. To welcome visitors and clients, inviting them to view the facility, and provide them with information about the setting.
4. To participate in maintaining effective communication throughout the setting.
5. To arrange, & lead regular (termly or more if necessary) Pre-school staff meetings, outside of regular working hours (time will be given back in lieu)
6. To liaise with relevant external agencies eg Health Visitors, Speech therapists, Year R teaching staff (Lion Room).
7. To assist in the organisation of fund raising events and parent meetings.

### **STAFF DEVELOPMENT**

1. To participate in appropriate further update training, and relevant refresher training eg First Aid, Food Hygiene Certificate.
2. To play an active role in personal development.
3. To assist in staff training, motivation and performance management.
4. To play an active part in the induction and probationary period of new staff.

### **GENERAL DUTIES**

1. To accept responsibility for monitoring stock levels and liaising with the Manager & Deputy regarding replacement of stock or new resources.
2. To be a key holder in the absence of the Manager / Deputy Manager
3. To carry out any further duties that may be requested within the role.

## Person Specification

Area	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• NVQ level 3 in Children’s Care, Learning and Development or equivalent</li> <li>• GCSE in English at Grade C or above</li> </ul>	<ul style="list-style-type: none"> <li>• Certificates in Food Hygiene First Aid and Safeguarding</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum of 2 years experience of working within a childcare setting caring for babies and children aged 6 months – 4 years</li> </ul>	
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Knowledge and experience of working with an electronic child development system eg. Tapestry</li> <li>• Excellent communication skills</li> <li>• Ability to prioritise and organise workload and keep accurate records</li> <li>• Ability to develop good working relationships with staff and parents</li> <li>• Awareness of child protection and data protection issues relevant to the post</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to meet tight deadlines</li> <li>• Ability to deal with confidential and difficult issues in an appropriate way</li> <li>• Good time-management skills</li> <li>• Flexible and adaptable to meet the needs of the nursery</li> <li>• Able to work on their own initiative</li> <li>• Ability to stay calm under pressure</li> </ul>	