



Job Description

Room Leader/Supervisor

A Room Leader/Supervisor will need to be an enthusiastic, positive and reliable person capable of using their initiative and common sense. It is essential that this person be able to work as an integral and responsible member of a team, be a good communicator and have a genuine interest and concern for children and their development.

Purpose of Post

- To provide a high standard of physical, emotional, social and intellectual care for children placed in the nursery.
- To give support to other personnel within the nursery.
- To implement the daily routine in the nursery through the Early Years Foundation Stage Framework.

Key Areas

- Activity Planning
- Supervision and care of children.
- Team work.
- Liaise with parents.

Responsible to

Senior Management Team/Management Committee.

Duties and Responsibilities

- To provide a high standard of quality care and education.
- All staff have a statutory duty to safeguard and promote the welfare of children.
- 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.
- With input from all staff, provide weekly 'planning/observation/assessments' within the Early Years Foundation Stage Framework.
- Operate a program of activities suitable to the age range of children in the nursery.
- Complete weekly 'key person' observation sheets to give input for weekly planning.
- To keep a 'learning journey' file on your key children for the nursery and parents, keep up to date and ensure other staff members have up to date 'learning journey's' with their own key children.

- Support all staff and engage in a good staff team.
- To lead the sessions, direct and support staff/students in the course of their working day.
- To undertake any administrative duties associated with the smooth running of the centre, such as keeping records, registration, collecting, recording and securing of fees, checking stock and equipment.
- To liaise with the Reception Teacher at Ludgvan School and other local schools as necessary, to enable the smooth transition of children who may later attend the school.
- To assist in supervising students and other volunteers who attend the setting.
- Liaise with and support parents and other family members including parents of additional needs children to give full integration in to the setting.
- To be involved in out of working hours activities, e.g. training, staff meetings, summer fayre, Christmas party, open days etc.
- To be flexible within working practices of the whole nursery. Be prepared to help where needed, including to undertake certain domestic jobs within the nursery, e.g. preparation of snack meals, cleansing of equipment, bathrooms etc.
- To be aware of Health and safety procedures, completing accident record books and paperwork/Risk Assessments for trips out etc.
- Ensure the safety and protection of children in your care at all times, e.g. Children are collected by someone known to the nursery or who has the relevant password.
- Take responsibility for and make decisions about staffing, ratios, children going home if ill, phoning parents etc. during a session.
- To ensure confidentiality of information received.
- To administer first aid and care for sick children as required.
- To be aware of and follow the Oasis Childcare Centre Policies and practices in place (including Oasis Staff Code of Conduct).
- Contribute to the high standards of hygiene and cleanliness of the nursery.
- To undertake any necessary training as needed for your own professional development. The following training would be expected to be updated regularly: *Paediatric First Aid, Health and Safety in the workplace, Food Hygiene, Child Protection and WRAP 3.*
- To be aware of all emergency and fire evacuation procedures.
- Report any irregularities/concerns to the Senior Manager.
- Work alongside the Senior Manager and staff team to ensure that the philosophy behind the Oasis Childcare Centre is fulfilled.
- To be aware of the high profile of the nursery and to uphold it's standards at all times.