

### **E99 – Nursery Room Leader (Level 3)**

Our day nursery in Dagenham for children aged 2 to 5 seeks a new Room Leader for our two-year-olds.

**You should have a level 3 (or higher) qualification in Early Years/Childcare, with solid prior experience in the nursery environment and a strong knowledge and practical implementation of the EYFS.**

**In your role as Room Leader you will be managing, supporting and supervising a team of practitioners, leading them by your example, while ensuring that your room runs in an organised, creative and efficient way.**

**Part of this involves monitoring your staff to ensure that they are fulfilling the necessary observation and assessment requirements of the EYFS and are following the principles of the "Three I's", when monitoring the children's individual and group development.**

Our nursery aims to provide a safe, nurturing atmosphere, to help children thrive independently, whilst learning and developing through play and exploration.

**This position is all year round, for 40 hours per week, at the rate of £19,500 - £23,000, depending on your qualifications and level of experience.**

**Please note before applying:**

**1) This position is for a start within the next few weeks.**

**2) A full and relevant level 3+ qualification in early years/childcare is ESSENTIAL**

**3) The working hours are Monday to Friday, at anytime between 07:30 am - 6.30pm, according to the rota, and working 40 hours per week. If you are unable to commit to being available between these times, we are unable to consider your application.**

Benefits:

- full time salary
- annual leave 28 days (20 days and 8 bank holidays)
- free on-site parking at our location
- training and development
- pension contribution
- friendly team

**You will have the following experience, skills and attributes –**

- Have a full and relevant qualification in Childcare at level 3 or above.

- Have passed a suitable and relevant qualification in basic numeracy and literacy (such as GCSE English and Maths).
- Be an inspiring practitioner with a sound knowledge of child development.
- A good working knowledge of the EYFS framework and the ability to support staff in using the framework.
- Experience and knowledge of safeguarding practice.
- Post-qualified experience in a group setting working with the Early Years.
- Have strong written and verbal communication skills.

## **Main Duties and Responsibilities for a Room Leader**

### **What do you have to achieve?**

- High standards of care and education within your Nursery Room
- Ensure the individual needs of children are identified and met.
- Ensure company policies, procedures and operational practices are adhered to at all times.
- Foster positive working relationships with children, staff, parents and carers.
- Work as part of a supportive team.

### **Key Duties**

#### **Education and Childcare**

- Be a positive role model to children and staff, ensuring that the Company values are maintained.
- Supervise and support children and staff at all times.
- Act as designated key person for an allocated number of children.
- Prepare, lead and supervise activities.
- Ensure that practice and provision in the nursery meets the requirements of the Early Years Foundation Stage.
- Ensure you and your Room observe, plan and assess children's learning and development within the EYFS framework.
- Ensure your Room's records of development and learning are fully and accurately maintained.
- Provide professional and relevant feedback to parents/ carers about their child.
- Ensure that all staff develop and maintain positive, friendly and professional relationships with parents and carers.
- Contribute to maintaining an attractive and welcoming environment.
- Promote high standards of quality in respect of the environment, resources and experiences offered to children.
- Support the development of good practice with regards to special needs and inclusion.
- Ensure that equality of access and opportunity is afforded to all staff, parents and children.
- Ensure confidentiality, where appropriate, is maintained.

#### **Operational**

- Attend staff meetings, planning meetings and undertake training as required.
- Work as part of a team to ensure that the company's values are maintained.
- Undertake a shared responsibility for health safety and cleanliness throughout the nursery.
- Ensure that any changes to policies, procedures and operational practices are adhered to within the required timescale.

- Support the Nursery Management team and wider team during inspections by regulatory bodies and assist in the implementation of any recommendations.
- Promote the nursery to current parents and potential customers, on a day-to-day basis and at promotional events.

### **General**

- Read, understand and implement all Company policies, procedures and operational practices.
- Notify the Manager of any concerns or issues regarding Company policies, procedures and operational practices.
- Undertake any other duties as reasonably requested by line management.
- Assume additional responsibilities as and when required.

**The duties and responsibilities in this job description are not exhaustive or restrictive, changes and other duties relevant to this post may be added. This job description may be reviewed in the future.**

This hire is subject to an Enhanced Disclosure and Barring Check and other checks as part of our Safer Recruitment procedure.