

PlayPals Childcare Ltd

Big opportunities for little people

Job Description – Nursery Room Leader

Reports to: Nursery Manager
Deputy Manager
Directors of PlayPals Childcare Ltd
Directors of QUEST

Main Responsibilities:

To deliver high standards of learning, development and care for children aged 0-5 years old.
To contribute to the creation of a safe, welcoming and inclusive environment for all children
To be responsible for the welfare of all children in your designated room, organising systems to ensure consistent, high-quality care
To deploy staff and resources effectively, maintaining ratios in your room whilst supporting other rooms/nurseries
To develop strong partnerships with parents/carers to increase their involvement in their child's development.
To be responsible for any tasks delegated by the Nursery Manager.

Main Activities:

To provide a safe, caring, stimulating educational environment, both indoors and outdoors, at all times.
To deliver an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress and to support other staff in doing so
To help ensure the preschool nursery meets Ofsted requirements at all times
To work in partnership with the EYFS Team across QUEST.
To reflect on practice and routines, tailoring them to meet the individual needs of each child throughout the day
To lead planning and the provision of a stimulating range of age-appropriate activities and ensuring your room is well-resourced and creatively set-up
To work with other professionals in the local area for the benefit of children and families
To understand and work to preschool nursery policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies
To lead observations and the assessment of children's learning and development ensuring records are kept up-to-date, are of a high standard and are shared effectively – includes Individual Education Plans for children with Special Educational Needs
To be a key person.
To ensure records are properly maintained





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To liaise closely with parents/carers, informing them about the nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement.

To work in partnership with senior management to update and review the self-evaluation and improvement plan.

To undertake any other reasonable duties as directed, in accordance with the nursery aims and objectives.

Person Specifications

Factors	Essential Criteria	Desirable Criteria
Education & Qualifications	Level 3 qualification in Children and Young Peoples Workforce or equivalent	Food Hygiene Certificate Paediatric First Aid Safeguarding Qualification
Experience/ Knowledge	<ul style="list-style-type: none"> Excellent working knowledge of the Early Years Foundation Stage and current Ofsted statutory guidance. Knowledge and proven practical experience of implementing good quality learning. At least one year's recent relevant experience 	Two or more years relevant experience
Skills & Attributes	<ul style="list-style-type: none"> Empathy and understanding of children under five. Excellent verbal and communication skills with children and parents. Ability to write reports and keep clear and accurate records. Excellent organisational skills Administrative and basic IT skills Calm and caring nature. Ability to work as part of a team Able to work on own initiative Able to observe, assess and track children's learning and development 	
Personal Qualities	<ul style="list-style-type: none"> Reliable, enthusiastic, and flexible A commitment to quality in all areas, with a high level of motivation and enthusiasm Punctual A creative thinker Patient, caring and nurturing A good sense of humour 	

The successful candidate must have:

- Satisfactory enhanced DBS clearance and the right to work in the United Kingdom
- Evidence to support information within the supporting statement/application form
- Satisfactory references

Signed _____ Date _____

