

JOB DESCRIPTION

PRE-SCHOOL ROOM LEADER- WESTWOOD NURSERY

Grade: 5.

Reports to: Childcare Services Manager.

Job purpose:

Responsible for leading the Pre-School team.

Safeguarding children ensuring excellent education & childcare.

Maintain a safe, secure and caring environment.

Take a leading role in the development & monitoring of high quality learning & teaching.

Take an active role within the Senior Management Team.

Duties:

1. To assist nursery team in providing a friendly, caring and relaxing environment in order to encourage and develop children in our care.
2. To work within and maintain the context of the whole Nursery team and as a member of the University community.
3. To supervise staff, students and voluntary workers, maintain a proactive and professional team.
4. To ensure all daily routines are adhered to and records kept up to date.
5. To maintain staffing levels, arranging cover when needed.
6. To plan and carry out activities in line with the Statutory Framework for the Early Years Foundation Stage, Setting the Standards for Learning, Development and Care for children from birth to five, Every child Matters, ensuring they meet with the Early Learning Goals.
7. Further develop 'free flow' play.
8. Ensure assessments/evaluations are regularly completed.
9. Ensure children get the best start in life by working in close partnership with parents/carers to develop independence, confidence & self-esteem, building children's resilience & well being.
10. Support staff development & work closely with other staff & professionals.
11. To conduct 1:1's and appraise Pre-School staff.
12. To communicate with parents and other visitors in a calm, friendly and efficient manner.
13. To oversee an effective keyworker system.
14. To liaise with other Room Leaders to provide a smooth transition for children.
15. To ensure your specific duties regarding Health and Safety and fire procedures are understood and actioned.
16. To attend management meetings.
17. To undertake monthly staff meetings outside normal working hours when necessary.
18. To organise parent/keyworker meetings and Pre-School staff meetings.

19. To keep abreast of current issues and attend training as necessary.
20. Support the Childcare Services Manager with opening and closing of the Nursery building.
21. Assist the Childcare Services Manager in the management & leadership of a diverse staff team.
22. To carry out any ad hoc projects or duties as requested by your Line Manager.
23. To take reasonable care of yourself and others and to comply with the University of Bath, Health and Safety rules.

Person Specification

- QTS Early Years/Reception, NNEB, NVQ Level 3 or equivalent.
- At least 2 years experience of working in a Pre-school/Reception Class.
- To hold a current First Aid Certificate.
- Understanding of and commitment to the implementation of equal opportunities.
- Excellent oral and written communication skills.
- Motivated with high energy levels and stamina with a positive outlook.

September 2009.

Person Specification

Criteria	Essential	Desirable	Assessed by		
			A/F	I	T
Qualifications					
Relevant childcare qualification in accordance with Ofsted	X		X		
Relevant First Aid Certificate		X	X		
Experience/Knowledge					
Experience of working in an Early Years/Reception Class environment.	X		X	X	
Understanding of and commitment to the implementation of equal opportunities.		X		X	
Skills					
Excellent oral and written communication skills	X		X	X	
Excellent interpersonal skills.	X		X	X	
Strong leadership skills.	X		X	X	
Attributes					
Motivated with high energy levels and stamina	X			X	
Positive outlook	X			X	
Caring and friendly personality	X			X	
Reliable and responsible	X			X	
Flexible and adaptable	X			X	

Code: A/F - Application form, I - Interview, T - Test