

Role title: Room Manager

Department: Childcare

Job family: Customer Support and Management

Job level: 5

About the role:

Welcome to childcare with a difference, set up specifically to nurture the next generation of kind, considerate children. The right candidate will play their part in leading that mission, helping to provide a happy and fun-loving environment for children and colleagues to fulfil their potential. If you're passionate, enthusiastic and can role model and inspire people to deliver fantastic experiences for children and their families, we'd love to hear from you.

We're looking for a Room Manager with superpowers to work in unity with the Quality Excellence team to achieve all-round outstanding results.

- As Room Manager, you will work and report directly to the Nursery Manager and work in unity with the Quality Excellence team to achieve all-round outstanding results.
- As part of the wider management team you will be responsible for providing leadership and development of your colleagues, providing direction, guidance, and expertise, demonstrating a passion and enthusiasm for success in-order to realise your room vision of being outstanding
- You will support your colleagues to deliver outstanding care, outstanding early education, ensuring performance standards are consistently met, where colleagues, families and children rate us outstanding.

What you'll be doing:

Helping children

- Be responsible of a group of key children, ensuring observations, assessment and planning are actioned for each key child
- Ensure you and your team swiftly address any child protection concerns and that they are acted upon immediately and appropriately through early identification following society and groups policies and procedures.
- Promote learning with a difference through the Little Pioneers Way considering the interactions that take place during learning that intertwines our Co-operative values, initiatives, and accreditations, to best support outstanding child development

Helping families

- Ensuring the Nursery brings to life the LP parent and member Experience by applying our full range of LP and Society products and services
- You'll support your room to work seamlessly together, providing families with an exceptional experience. Promote partnerships to drive the best outcomes for your children and be there for your families every step of the way
- Promote open and honest partnership with families/carers and other external professionals to support children's individual care and learning needs

Helping colleagues

- Support the management team by positively contributing to the success of all aspects of your room, the Nursery, and the Nursery plan
- Lead and inspire your room colleague team (with direct line management of up to eight colleagues) to be the best they can be as colleagues
- Support the Nursery Manager and Deputy Nursery Manager to Achieve the nursery targets to be safe, regulatory, and compliant
- You'll support and lead your team, through coaching, mentoring, and developing them to deliver the LP way to your children and families knowing them how they want to be referred to
- Develop your colleagues through purposeful check ins and ensure continuous professional development is at the centre of your conversations with colleagues aligned to *What Good Looks Like*
- Create a culture where everyone plays as a team, can achieve their full potential, are ambassadors of the Little Pioneers culture and values and thrives on feedback

Helping yourself

- You'll keep up to date with new thinking, legislation changes and your own professional development
- You'll be big on safety ensuring you keep yourself updated on any i.learn training and keep yourself up to date with all policies & procedures ensuring compliance is always achieved in your room
- Complete your Paediatric First Aid training in line with our Millie's Mark accreditation

Helping Co-op and the wider community

- Demonstrate cooperation by being visible, active, and collaborative in your community by acting on what the community, families and colleague members want at the nursery
- Actively support your Regional Community or Keep it local through personal and team involvement
- Work within the terms of your contract of employment and adhere to Society policies and procedures

- To be ultimately responsible for all room audits and quality within your room and you will lead a culture of continuous improvement via colleague engagement and quality checking of your room through room audits
- To be a role model for exceptionally high standards, never cutting corners
- Keep confidential all nursery and other sensitive information both within and outside of work
- To be ultimately responsible for an annual consumable budget of up to £1000 ensuring this is spent in line with the needs of the room and any quality recommendations

What you need:

Your Co-op Childcare Little Pioneers ensures that people looking after children in our nurseries are suitable to fulfil the requirements of their roles. There are effective systems in place to ensure that colleagues, and any other person who is likely to have regular contact with children are suitable to do so every day.

- Minimum of a Level 3 qualification in Early Years with at least 2 years' experience in Early Years
- Supervisory experience preferable
- Excellent knowledge of the EYFS and Ofsted Early Education Inspection Framework.
- Evidence of Right to Work in the UK
- You will require a clear enhanced DBS
- Requirement to join the DBS update service
- Relevant safeguarding/child protection training undertaken and a willingness to update training regularly

Characteristics we're looking for:

- Inspiring
- Passionate about Early years and working with children
- Energetic
- Open and honest, constructive when needed, and being able to challenge
- Excellent listening and communication
- Committed
- Excellent customer service skills
- Solution focused and problem solver