



Role Title: Third in Charge

Department: Childcare

Job Family: Customer Support & Management

Job Level: Level 5

About the role

- Working in partnership with the Manager and Deputy, providing for the care and needs of babies and young children; planning activities to meet their developmental needs, maintaining developmental and progress records, ensuring hygiene standards are maintained and children's personal care.
- To support the Manager and Deputy to maintain the operational efficiency of the nursery.
- To be in ratio where overall needs demand to ensure good practise and be a good role model for colleagues
- Deputising when requested in the absence of the Nursery Manager/Deputy taking responsibility for the daily running and the administration of the nursery whilst adhering to the Policies and Procedures of the Society, ensuring compliance with the Children's Act, Health and Safety legislation, all within the requirements and guidelines laid down by Ofsted and the Statutory Framework for the EYFS Welfare Requirements.
- However, occasionally situations may arise that require the post holder to perform other duties or tasks as may be reasonably requested by the Society.

What you'll be doing

- Be the key person for a designated group of children and will implement the key person policies;
- Assist within the Management team in maintaining staff; child ratios and support with the effective deployment of colleagues.
- Work with the management team to maintain administrative records, contribute towards the nursery's occupancy targets and cost controls
- To show parents around the nursery making sure the show around procedure is followed, paperwork completed and information shared with relevant persons in head office.
- Support with creating a safe and secure environment that supports the diverse learning and developmental childcare needs of all individuals.
- Support the implementation of any quality Assurance Scheme identified as appropriate by the Society / Group
- Assist in agreeing and review individual targets and objectives with staff in the absence of the Deputy and providing regular feedback on Colleague performance

- Assist in identifying and meeting appropriate training and development opportunities for Colleagues.
- Implement policies and procedures of the nursery to ensure the welfare requirements of the (EYFS) statutory framework through the Nursery Nurses and Nursery Assistants
- Be responsible for a team in a designated area of the nursery;
- Organising colleagues in area of responsibility including colleague's rotas, effective mentoring of junior colleagues, effective delegation and communication and promoting positive attitudes regarding the Society;
- Leading colleague's meetings, promoting and supporting teamwork;
- Performing colleague's inductions and helping new colleagues to fit into the nursery;
- Liaising with parents and negotiating working targets ensuring effective communication within the nursery;
- The Third in Charge nurse must at all times ensure that only designated colleagues administer medication as recorded in the risk assessments and as displayed in the Operational Plan;
- Keeping and monitoring accident, incident and risk assessment records.
- Offering all children equal opportunities with regard to their religious persuasion, racial origins, gender, disabilities, cultural or linguistic background; in particular, challenge situations where racism or discrimination is displayed
- Planning observation and assessment in line with the Early Years Foundation Stage;
- Key Holder responsibilities;
- Attending training sessions necessary for continuing Professional Development;
- Assisting the Manager and Deputy Manager, participating in arranging regular parents' evenings, publicity, open weekends and children's outings and ensuring effective marketing;
- Adhering to the Policies & Procedures of the Society and compliance with the Children Act, Health and Safety legislation and within the guidelines of Ofsted and the Early years Standards;
- Ensuring confidentiality is maintained in the nursery.
- Take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work.
- Assume additional Management responsibilities as and when required.

About You

- Minimum of GCSE Grade C or above in Maths and English or equivalent
- Minimum of Qualifications and Credit Framework (QCF) - level 3 (former NVQ) and working towards a Level 4
- ICT qualification preferable or a sound knowledge of Microsoft applications.

Scope

Reports to: Immediate report – Deputy Manager

Overall report: Nursery Manager

Contacts (internal/external):

Internal contacts

- Parents
- Colleagues
- Management Team
- Childcare Head Office
- Midcounties Society Colleagues



External contacts

- Other professional bodies (Ofsted, Social Care, Police, Local Authority, Early Years Advisors)
- Environmental Health Officers
- External Training Bodies