



Role Title: Room Manager

Department: Childcare

Job Family: Customer Support & Management

Job Level: Level 5

About the role

- To ensure a high standard of physical, emotional, social and intellectual care for all children in the nursery
- To give support to other team members throughout the nursery
- To work as part of a team in order to provide an enabling environment in which all individual children can play, learn and develop
- To build and maintain strong partnerships with parents
- To ensure the requirements set out in the Statutory Framework for the Early Years Foundation Stage – Setting the standards for learning, development and care for children from birth to five, are implemented in their room and the wider nursery
- 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

- Have sound knowledge of safeguarding issues and be able to confidently identify signs of possible abuse or neglect and to support colleagues to respond to all concerns in a timely and appropriate way
- Formulate, oversee, plan and operate a programme of learning experiences that meet the individual needs and interests of children in your room in conjunction with other team members
- To support and facilitate the preparation and completion of activities to suit each individual child's stage of development and interests
- To keep records of your key children's development and learning journeys and share this with parents, carers and other key adults in the child's life. Review the learning journeys of all children in your room and provide feedback and support to team members as appropriate
- Engage in good team working, supporting your team to develop their roles especially with regard to the key person approach
- Be a positive role model for parents, children and colleagues in all aspects of personal attitude, presentation and behaviour
- Provide strong leadership within your room and the nursery as a whole, taking responsibility to ensure the requirements set out in the Statutory Framework for the



Early Years Foundation Stage are met. Be aware of the importance of Ofsted Inspections and delivering outstanding practice

- Lead your team to ensure effective staff deployment and ratios are met, being flexible on shift patterns to ensure children's safety at all times. Take personal responsibility to inform Management if staff deployment falls below required levels
- In the absence of a third in charge, provide cover for the Nursery/Deputy Manager and support at all times the day to day running of the Nursery, including key holding responsibilities if required
- Co-ordinate communication with parents/carers, key persons and the Nursery Management team
- Help children become familiar with the setting offering a settled relationship for children and building a positive relationship with their parents and any other family members
- Develop and maintain strong partnerships and communications with parents/carers to facilitate day-to-day caring and early learning needs
- Seek to engage and support parents and /or carers in guiding their children's development at home
- Provide effective two way communication between your team and the Management and wider Society
- To support the Management with any activities (including out of working hours activities) e.g. training, monthly staff meetings, parent evenings, fundraising events, volunteering etc.
- To be flexible within working practices of the nursery. Be prepared to help where needed, including to undertake certain domestic jobs within the nursery, e.g. preparation of snack meals, cleansing of equipment etc.
- Work alongside the Manager and staff team to ensure that the Childcare Groups values (DOES) are fulfilled
- To support the delivery of the Nursery Steering Wheel measures and work with the Manager and team to ensure targets are met
- Read, understand and adhere to all policies and procedures relevant to your role. Support team members to do the same and ensure all policies and procedures are followed
- Liaise with the local authority and other professionals associated with the nursery
- Look upon the nursery, as a "whole" where can your help be most utilised, be constantly aware of the individual needs of all children
- Ensure the well being of children in your care
- Ensure Management and respective parents are notified of a poorly child immediately
- Record accidents and ensure the Duty Nursery Manager has initialled the report before the parent receives it
- Ensure someone known and agreed by the nursery and parent collects the child
- To respect the confidentiality of all information received
- Ensure close supervision of meals and mealtimes, and where appropriate, preparation of babies' bottles, ensuring individual meal/milk requirements are met
- Ensure meal times are a time of pleasant social sharing
- Ensure all key people sit with their key children and support the development of children's independence and table manners

- To ensure key people/buddies attend to washing and changing their key children (wherever possible)
- To ensure good standards of safety, security, hygiene and cleanliness are maintained at all times and be responsible for the health and safety standards appropriate for the needs of young children
- To manage children's behaviour positively, communicate with parents to support the children's developmental needs
- Be prepared to carry out periodic one to one supervisions for your team which are a two way communication process to monitor performance and development (minimum of one every 12 weeks)
- Support all team members with the early identification and intervention for children with possible special needs and give physical, emotional, intellectual guidance as appropriate
- Adhere to the Special Educational Needs Code of Practice to support identified children's needs and ensure the provision of a high-quality environment to meet the needs of individual children regardless of any disabilities, family backgrounds or medical history
- Liaise with families and external agencies
- Take reasonable care for the health and safety of yourself and others who may be affected by your acts or omissions at work. Ensure accident, incident and risk assessment records are maintained to an acceptable level and monitor the information therei
- To promote the high profile of the nursery and to uphold its standards at all times, both within work hours and outside
- Remain professional at all times with direct and indirect communication
- To attend training identified in your performance reviews or one to ones and any other training courses that are necessary for you to fulfil your role (training may involve travelling to other locations)
- To supervise your team members, providing effective support and communication to enhance their learning, development and practice
- Oversee and give guidance to the Senior Practitioners for delivery of support to students and volunteers on training programmes
- To provide colleague inductions and support new colleagues to settle within the team

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
- You will require a clear DBS.

Scope

Reports to: Immediate report – Deputy Nursery 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