



Jubilee Gems, School Road, Padworth, West Berkshire, RG7 4JA.
Telephone Nursery: 0118 983 4018 or Admin: 0118 971 3840,
Email: info@jubileegems.co.uk or website: www.jubileegems.co.uk.

Job Description

Post: Room Senior / Leader

Reporting to: Line manager: _____
Nursery Managers: **Sian Caine and Lesley Thompson.**
Deputy Managers: **Sam Ross.**

Safeguarding Statement

Jubilee Gems are committed to safeguarding and promoting the welfare of all the children and expects all staff to share this commitment.
All members of staff are subject to a DBS check (formally CRB) and satisfactory references.

Conditions of Role:

A Room Senior or Leader is employed to manage and take responsibility for the day to day running of a specific room within the nursery setting. Applicants must hold an NVQ Level 3 (or equivalent) qualification.

Main Daily Duties of the Post:

- To ensure that weekly EYFS planning, activities and observations are evaluated and completed and risk assessments have been carried out.
- To teach and extend a child's learning through appropriate activities and play,
- To be responsible for providing the highest level of care for every child in your area. ensuring that each child is treated as an individual and that their development needs are met on an ongoing basis.
- To ensure the room operates effectively, referring issues to the nursery management team where appropriate.
- To ensure that the nursery environment promotes and upholds 'equal opportunity policies' through diverse activities and positive language.
- To promote a positive attitude and encourage positive behaviour, welcoming children from a rich variety of backgrounds and cultural experiences.
- To ensure staff are kept up-to-date on any operational matters so as to ensure the smooth running of the nursery.
- A responsibility and duty to report any safeguarding concerns linked to children, staff and families in your care and anyone who is associated with them.

- To support and actively reinforce management views and decisions. To maintain confidentiality on information shared by management.
- To communicate daily with parents with regard to their child's progress in order to ensure their confidence and trust in the nursery.
- To assist management in assessing the performance of the nursery workers in the room, including contributing to each person's training and development plan.
- To be responsible for the overall planning and organisation of activities on an individual and group basis by participating in regular staff meetings and curriculum planning linked to the EYFS
- To attend and assist at nursery events such as parents evenings, open days and social events promoting the nursery.
- To promote and meet all the physical, emotional, social and developmental needs of the children who are in their care.
- To assist children with personal cleanliness.
- To follow nursery hygiene standards at all times.
- To act as a key worker to a group of children working in partnership with parents/carers and to cater for all the needs of their children.
- To ensure that parents are aware of their child's general behaviour, referring persistent or serious problems to the nursery manager.
- Help cover staff in any area within the nursery due to absence through sickness, holiday or other unforeseeable circumstances.

Main Responsibilities of the Post:

- To inform the management team of any concerns regarding staff members.
- Be aware of, adhere to and put into practice all policies and procedures relating to child protection, health, safety and security, confidentiality, data protection and safeguarding.
- To follow health and safety regulations, ensuring that staff take reasonable care for the health and safety of themselves and others in the nursery. This should involve checking all equipment, reporting accidents or incidents relating to children, staff or visitors.
- To highlight any concerns to the management team and to contribute suggestions for future improvement and enhancement of the setting.
- Report all concerns to the appropriate senior member of staff.
- To maintain confidentiality in the course of the welfare and development of the child, including observations that may be used as part of further training.
- To maintain confidentiality in the course of discussions/meetings with parents.
- To adhere to the dress and uniform code of the nursery.
- To follow nursery hygiene standards at all times.
- To safeguard and promote the welfare of young people.
- To have a sound knowledge of and contribute to the delivery of the Early Years Foundation Stage (EYFS).
- Familiarise and adhere to the acceptable conduct as stipulated in the staff handbook.

General

To undertake any other duties, appropriate to the grade of your post, as directed by your line manager or Director, Nursery Manager and/or Deputy Managers.

In the course of his/her employment, the Room Senior or Leader should always have the children's welfare and development as of paramount importance.

Rate of pay

Competitive salary based on experience, discussed at interview.

Employee Name (please print): _____

Employee Signature: _____ Date: _____

Manager Name (please print): _____

Manager Signature: _____ Date: _____