

## Room Leader Job Description



Little Oaks  
CHILDREN'S NURSERY

### **Description:**

Currently recruiting for a committed Baby Room leader.

With a healthy capacity in room of 21 children, from the ages of 3 months up to 2 years, the baby room has a huge potential for growth.

This is your chance to work with a family run business and make your mark towards providing an 'outstanding' service for children and their families within the local community.

Little Oaks is committed to the safeguarding of children, therefore all appointments are subject to receiving an enhanced disclosure from the Disclosure and Barring Service (DBS), as well as appropriate references. This role will suit someone who has experience and wants to progress their career to the next level, develop new skills and can bring innovative ideas to the business. If you are interested in becoming a part of Little Oaks team, please get in touch today!

### **Purpose of post**

- To ensure a high standard of physical, emotional, social and intellectual care for all children in their care
- To have specific training/knowledge of working with babies and children under two years old in order to support their individual needs
- To give support to other team members within their immediate room and the wider 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

### **Responsible to**

Nursery Manager

### **Main duties**

- To use the specific training/knowledge of working with babies and children under two years old to support all children's individual needs
- To support the team members to have the specific knowledge and skills required to work effectively with children of this age
- Formulate and operate a programme of activities that meet the individual needs and interests of the children in your area in conjunction with other team members and the Manager
- To keep records of your key children's development and learning journeys, share this with parents, carers and other key adults in the child's life and institute reviews for parents, in conjunction with the Manager
- Support all the team members with the early identification and intervention for children with possible special needs and give physical, emotional, intellectual guidance as appropriate
- Undertake appropriate supervision meetings/processes for all members in your team in conjunction with the nursery management approach
- Feed into appraisals, target setting and nursery operations as deemed appropriate by the manager
- Attend nursery management meetings and feed appropriate information back to your teams
- Support all staff to engage in good team working
- Support team members to seek out any training or support they may require to fulfil their roles and responsibilities
- Support new team members through inductions in partnership with the manager
- Ensure all record keeping is accurate and up-to-date within your designated area, including learning journeys of all children in your room, sleep charts, accident forms, daily record sheets and any other forms/records required for the child's welfare, learning and development
- Ensure room checks and outdoor checks are conducted in line with nursery procedures
- Liaise with and support parents and other family members
- Liaise with the local authority and other professionals associated with the nursery
- To be involved in out of working hours activities eg training, monthly staff meetings, parents evening, fundraising events etc

- Undertake certain domestic jobs within the nursery, eg preparation of snack meals, cleansing of equipment and such other duties and responsibilities of an equivalent nature as may be determined from time to time by the manager
- Participate in training with a variety of students (ie placements and volunteers), by giving guidance and support
- Work alongside the manager and staff team to ensure that the nursery philosophy is fulfilled
- Read, understand and adhere to all the policies and procedures relevant to your role as deemed appropriate by the manager. Support team members to do the same and ensure all policies and procedures are followed
- To ensure good standards of safety, hygiene and cleanliness are maintained at all times and be responsible for the health and safety standards appropriate for the for the needs of young children
- Ensure someone known and agreed by the nursery and parent collects each child
- To ensure confidentiality of all information received by all team members in your area
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**Specific Child Care Tasks:**

1. *The preparation and completion of activities to suit the child's stage of development and interests.*
2. *To support all staff to develop their role within the team especially with regard as a key person*
3. *To ensure that mealtimes are a time of pleasant social sharing.*
4. *Washing and changing children as required.*
5. *. Providing comfort and warmth to all children.*
6. *Providing conscientious and effective supervision of the children*
7. *To interact and engage with the children*
8. *To develop and maintain strong partnerships and communications with parents/carers to facilitate day-to day caring and early learning needs*
9. To ensure the provision of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development.
10. To be aware of the high profile of the nursery and to uphold its standards at all times. To be an ambassador for Little Oaks day nursery both within the nursery and in the wider community.

**Qualifications or Training:** • NNEB, BTEC National Diploma, NCFE, NVQ level 3 or equivalent or above

**Personal Qualities & Attributes:** • Willing to work flexibly to meet the needs of the service. Must be a self-starter, and be able to work on their own initiative and bring new ideas to the business