

**Job Title:** Senior/Room Leader at Ladybirds Nursery

**Responsible to:** Nursery Manager

**Responsible for:** 'Base room', parents & children

**Purpose of the job:** To provide a stimulating, secure environment offering high quality education and care to children; to ensure all legal and statutory requirements are adhered to; to work alongside principals & manager; to manage and work with staff on a daily basis; to liaise with parents; to ensure the 'base room' runs smoothly.

**Main Duties:**

1. To endeavour to be cheerful, warm and welcoming to children, parents and staff.
2. To contribute and support the planning based on the EYFS and facilitate other staff in doing so.
3. To work as part of a team to organise the nursery indoors and out at the start and end of each session.
4. To monitor the effectiveness of learning environment.
5. To ensure the smooth running of the daily routine.
6. To ensure appropriate records are used and maintained and effective feedback is given to parents.
7. To carry out and maintain observations and record keeping to ensure that children's development is effectively and regularly assessed.
8. To act as a key worker to a group of children liaising with parents/carers and ensuring each child's needs are recognised and met.
9. To interact with children whilst offering an appropriate level of support, stimulation and care.
10. To attempt to have a harmonious working environment in which all staff feel valued and their efforts recognised.
11. To advise the Nursery Manager of any concerns e.g. regarding children, staff, parents or the safety of equipment, preserving confidentiality as necessary.
12. To keep absolutely confidential any information regarding the children, their families or other staff which is learnt as part of the job.
13. To ensure the administrative systems are maintained and take the Nursery mobile home as and when necessary.
14. To ensure that the nursery is a safe, hygienic environment for children and staff.
15. To ensure that health & safety procedures are implemented and carried out.
16. To ensure all rotas, registers and other room based admin is kept up to date.
17. In the absence of the Pre-school Deputy/Manager to have responsibility for the children & staff in the nursery.
18. To assist the Managers in their role e.g. showing around prospective parents
19. To keep abreast of current developments in the early years and care sectors and attend in-service training and meetings as required.
20. To inform the designated SENCO of children with SEN
21. To read, be familiar and carry out all the Nursery's policies and procedures including the staff manual.
22. To lead and support staff members, volunteers and students by explaining their role and answering any questions

**Person Specification:**

Essential criteria:

Sense of humour

Flexible approach

Reliable and punctual

A recognised qualification in nursery practice (e.g. NVQ level 3)

Previous experience of working with young children

Commitment to young children and their families

Commitment to Equal Opportunities

This role requires an enhanced check from the Disclosure and Barring service (DBS).