



Room Leader Job Description.

Kids Around the Clock is a family run business that provides **childcare services** tailored to the needs of yourself and your child. have been providing high-quality services since 2000 and our team has a vast amount of experience in the Early Years sector.

As one of the leading providers of **childcare services in Manchester**, we value the voices of our children, parents, carers and staff, and take their suggestions onboard at Kids Around the Clock.

We endeavour to provide a fun and loving environment for children to explore and develop in a safe and secure way

Role and Responsibilities:

- ☺ Assist the nursery management team in providing a friendly, caring and relaxing environment in order to encourage and develop children in our care.
- ☺ To effectively deliver the Early Years Foundation Stage (EYFS) ensuring that the individual needs and interest of children in the setting are met.
- ☺ Plan and carry out activities in line with the EYFS.
- ☺ To keep records of your key children's development and learning, looking for progression and continuity alongside the early Years Foundation Stage, and share with parents, carers and other key adults in the child's life.
- ☺ To develop and maintain strong partnerships and communication with parents/carers to facilitate day-to-day caring and needs of the children. This ensures children get the best start in life - developing independence, confidence and self-esteem, and build children's resilience and well being.
- ☺ To ensure the provision of a high quality environment to meet the needs of individual children having an awareness of any disabilities, family cultures and medical histories.
- ☺ Ensure the cleanliness of the children at all times.
- ☺ To advise the Safeguarding designated person/manager/deputy of any concerns, e.g. over children, parents, the safety of the environment, preserving confidentiality as necessary.
- ☺ To be involved in out of working hours activities, e.g. training.
- ☺ Supervise Staff, students and volunteers in training and maintain a proactive and professional nursery team.

- ☺ Liaise with other room leaders to ensure a smooth transition for children e.g. arrange visits to the next room.
- ☺ Liaise with Chef regarding the children's dietary needs.
- ☺ Displays to be changed regularly and in line with themes, season, children's interests and nursery standards.
- ☺ Ensure that staff pictures are displayed outside the room.
- ☺ Flexible within working practices of the setting, undertaking other responsible duties such as cleaning of area and equipment.
- ☺ To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting. To uphold the profile of the nursery and its standards.
- ☺ To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.
- ☺ To ensure good standards of safety, hygiene and cleanliness are maintained at all times.
- ☺ Ensure that risk assessments for the rooms and outside area are carried out. Ensure that the room is kept tidy and organised to allow effective learning.
- ☺ Ensure that resources, toys and equipment are organised, stored correctly, labelled, cleaned regularly and any breakages are report to the management team.
- ☺ Maintain accurate records for all children e.g. registers, accidents and incidents etc.
- ☺ Work with other professionals for the benefit of the children and family needs.

Skills and Experience:

- Enjoy being around young children.
- Interest in child development.
- Imagination and creativity.
- A caring and kind nature.
- **Patience** and enthusiasm.
- Effective Decision-making skills
- Tidy and professional appearance
- Polite with a calm and courteous manner
- Self-motivated and able to use initiative
- Positive, confident and professional
- Hard-working and committed to the role and the organisation
- High level of regard for confidentiality
- Ability to organise, multitask, prioritise and work under pressure

- Able to work as a team and independently
- The ability to be flexible and have a willingness to learn to the changing needs of the nursery.
- Effective decision making
- Ability to give effective positive instructions to staff member in your area.
- Able to lead and motivate a team
- Effective supervision skills

Personal Specification.

	Essential	Desirable	How identified
Physical Attitudes	Good Health. Tidy appearance. Capable to work in pressured situations.	Excellent Health. Smart Appearance.	Medical/interview. Interviews. Interview discussion
Education & Qualification	Level 3 childcare qualification	Safeguard Paediatric First Aid Food Hygiene level 2 Prevent Duty Female Genital Mutilation (FGM) Evidence of continuous professional development Enhanced DBS	C.V Application certificates

	Essential	Desirable	How identified
Experience, training and skills	<p>1 year of working with the EYFS.</p> <p>Knowledge on EYFS and children's development.</p> <p>Knowledge of Ofsted requirements.</p> <p>Ability to work with parent/Carers and outside agencies.</p> <p>Good time management & organisational skills.</p> <p>Understanding Equal opportunities and Health and Safety issues.</p> <p>Work well in a team and can work on own initiative.</p> <p>IT knowledge computers and tablets.</p>	<p>Ability to demonstrate creative abilities.</p> <p>Flexible and willing to take on other roles and responsibilities</p>	CV, application and interviews
Personal Qualities	<p>Committed to provide the best for children.</p> <p>Good communication skills - written and verbal.</p> <p>Positive and happy attitude.</p> <p>Sense of humour</p> <p>Reliability</p> <p>Willingness to self-improve and develop childcare skills</p>		Interviews References