

# Archfield House

## Nursery



### Job Description

<b>Job Title:</b>	Room Manager
<b>Team/Service:</b>	Archfield House Nursery Ltd
<b>Business Unit:</b>	Archfield House Nursery
<b>Area:</b>	Bristol
<b>Responsible To:</b>	Nursery Manager
<i>(day to day issues)</i>	
<b>Accountable To:</b>	Nursery Manager
<i>(line manager)</i>	
<b>Salary Grade:</b>	To be discussed

#### 1. Key Purpose of Job

- 1.1. To work as part of the Nursery team to provide high quality care and education for children aged 0-5.
- 1.2. To ensure the Early Years Foundation Stage Welfare Standards and Curriculum are adhered to at all times.

#### 2. Anticipated Outcomes of Post

- 2.1. The Nursery will provides high quality care and education for children aged 0-5
- 2.2. To ensure the Early Years Foundation Stage Welfare Standards and Curriculum are adhered to at all times.

#### 3. Key Duties

- 3.1. Communicating with management with regards to new starters and visits.
- 3.2. To lead a nursery room and be the first contact of support for nursery practitioners in your room to go to.
- 3.3. Ensuring the 'Transition Policy' is adhered to.
- 3.4. Act as a role model for all nursery practitioners
- 3.5. To support the manager and deputy manager within the nursery environment
- 3.6. In the absence of the nursery manager and deputy manager be able to take care of office duties such as rotas and managing all staff.
- 3.7. To supervise and play with the children

- 3.8. To oversee the observation, assessment and planning cycle to ensure all areas of learning and development are covered.
- 3.9. To allocate key groups and act as key person for a group of children.
- 3.10. To liaise with and support parents and carers
- 3.11. Be responsible for children's records in your group as well as overseeing the records of all children in your care
- 3.12. Support all staff and engage in an effective staff team
- 3.13. Delegate to staff and deploy staff effectively.
- 3.14. To ensure good communication between other base rooms.
- 3.15. To have an awareness of lunchtime cover
- 3.16. To maintain the level of display work.
- 3.17. To attend any additional out of working hour's activities e.g monthly staff meetings, training, Christmas carol concert etc
- 3.18. Undertake certain domestic jobs within the Nursery when necessary e.g. preparation of snack, cleaning of equipment
- 3.19. Participate in training programmes and professional development
- 3.20. Ensure good hygiene, cleanliness and tidiness are maintained at all times
- 3.21. Record accidents and ensure that parents sign accident forms.
- 3.22. To praise and motivate your team.
- 3.23. Develop and maintain good relationships and communication with parents / carers to facilitate day to day caring needs of the children.
- 3.24. Ensure the 'arrival and departures' policy is adhered to for the safe collection of children.
- 3.25. To ensure upkeep of the register throughout the day with children being signed in and out with frequent head counts.
- 3.26. To ensure the provision of a high quality environment to meet the needs of individual children
- 3.27. To undertake planning as required in line with The Early Years Foundation Stage
- 3.28. Ensure all nursery policies and procedures are adhered to.
- 3.29. To be responsible for your rooms risk assessment. To induct new staff into the room.
- 3.30. To ensure staff adhere to the staff conduct policy.
- 3.31. To advise management of any concerns, accidents and incidents.
- 3.32. To inform management of any changes to the daily numbers in their room.
- 3.33. Responsible for adhering to the Medication Policy
- 3.34. Checking learning diaries when child moves rooms to ensure it is of a satisfactory standard.

#### **4. Budgetary Responsibilities**

None

#### **5. Line Management Responsibilities**

Manage team within room

Oversee nursery in absence of both the nursery manager and deputy manager

#### **6. Health and Safety Responsibilities**

All employees will ensure that they;

- Comply with health and safety procedures and instructions and ensure the areas both inside and outside are safe places for the children to play in.
- Take care of their own safety and that of others.
- Ensure accurate upkeep of the register throughout the day with frequent head counts.
- Ensure that all nursery belongings are not damaged.
- Comply with health and safety procedures and instructions.
- Will not neglect, misuse, damage anything provided in the interest of health and safety.
- Assist by reporting to their Line Manager any hazard, accident, damage or defect in order that remedial action may be undertaken.
- Undergo any training or instruction to enable them to work competently and safely.

#### **7. Key Working Relationships**

##### **7.1. External**

7.1.1. Children

7.1.2. Parents / Carers

7.1.3. Bristol Early Years and Childcare partnership

7.1.4. Health service

##### **7.2. Internal**

7.2.1. Nursery Head –Rebecca Clevett

7.2.2. Nursery Manager and Deputy Nursery Manager

7.2.3. Nursery Team

7.2.4. Archfield House Nursery Team

## **8. Other Duties**

To undertake additional duties as required, commensurate with the level of the job.

### **Other Information**

- a) All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- b) The Nursery operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Nursery buildings or outside of the immediate nursery environment showing their uniform. Staff will not be released for a break that is specifically for smoking.
- c) The post-holder is expected to familiarise themselves with and adhere to all relevant Woodland House Nursery Policies and Procedures.
- d) The post-holder must comply with the Archfield House Nursery Health and Safety requirements.
- e) This post is based at Woodland House Nursery but the postholder may be required to move their base and cover within Archfield House Nursery School at a future date.
- f) As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a criminal record check (Disclosure) from the Criminal Records Bureau before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.