



Job Description

Room Supervisor

Responsible to: Nursery Manager and Deputy Nursery Manager

MAIN PURPOSE OF THE JOB

To be a good role model to the children and staff, managing the team, motivating the staff and creating a happy working environment.

KEY RESPONSIBILITIES

Childcare and Education

- To plan and implement activities based on the children's next steps and personal development, and record progress in their Learning Journey.
- To lead the room in implementing the Early Years Foundation Stage curriculum, providing high quality resources and experiences for the children.
- To keep up to date with paperwork, and manage time effectively.
- To self evaluate the room to ensure high quality standards are met at all times.
- To ensure effective implementation of the key person system.

Health and Safety

- To undertake and share responsibility for health and safety, ensuring that the children are safe and well looked after at all times
- To follow company policies and procedures, including emergency and security procedures, lost child, critical incident, fire drill procedures and safe guarding.
- To raise child concerns in relation to safe guarding and liaise with external agencies to support any additional needs.
- To administer medication in line with current company Policies and Procedures.

Operational

- To support the Manager and Deputy Managers in line with statutory legislation.
- To follow current legislation regarding the Early Years Foundation Stage.
- To ensure confidentiality is maintained in the Nursery.
- To display a positive and professional image of company Nurseries at all times.

Team

- To attend regular team meetings.
- To undertake regular training as part of continual professional development.
- To support and mentor team members and students.

Communication

- To build up a partnership with parents, providing detailed handovers and addressing any problems.

General

- To undertake any other duties as reasonably requested by the Manager and Deputy Managers.

