

JOB DESCRIPTION

Job Title: Day Nursery Team Leader

Grade: F

Responsible to: **Manager/Deputy Manager**

Responsible for: Nursery Nurses / Casual Nursery Nurses

Job Purpose:

Working with parents and staff, to ensure that the Nursery setting provides a happy, safe and creative environment that will enable children to realise their full potential and achieve a positive self-image.

To supervise a team of staff working with children, ensuring delivery of Ofsted and the Early Years Foundation Stage requirements, and other applicable regulations.

Main Duties and Responsibilities:

Ensure that the day to day organisation and running of the room meets required standards to create an environment which enables children of all ages and abilities to learn through play, building their confidence and self esteem.

Lead by example and supervise on a day-to-day basis the work of Nursery Nurses in the team to ensure they are consistently working to required standards and within relevant regulations and legislation. To hold regular team briefings to discuss issues and to take a lead role in the curriculum planning.

Build relationships with parents', involving parents in their child's development through regular parent review meetings. Manage any concerns regarding the child's health and wellbeing in accordance with legislation and Nursery procedure.

Deal with sensitive information in a confidential manner, working closely with outside professionals and assisting the nursery manager in the writing of formal reports. Ensuring that all the teams' profiles are reviewed regularly and accurately documented.

Ensure that the security and safety of the children in the room is maintained at all times as a matter of paramount importance. Ensure that accurate daily records are kept and regular safety inspections are made of all play areas and equipment.

Ensure that accurate records of children's dietary and health requirements are kept up to date and that this information is passed on to the relevant members of the team.

Ensure that all accidents are dealt with and recorded correctly by staff, and that appropriate information is passed to parents / carers and the Nursery Manager. Ensure compliance with the Nursery's procedure for the administration of medication.

Monitor the training of students on placement, liaising with tutors and completing necessary paperwork. Work alongside the Nursery's own Student Mentor.

Help promote the Nursery through events and to deal with enquiries and visits from prospective parents in the absence of the Manager / Deputy Manager.

Ensure that the Nursery runs to a high standard in the absence of the Manager / Deputy Manager. Ensure that the building is safe and secure at all times.

Ensure that all payments made by parents are dealt with in line with Nursery procedures.

General Duties and Responsibilities

To maintain a first class level of customer service ensuring that all customers are treated efficiently and in an appropriate manner.

To participate in the Annual Performance Development Review Process.

To actively support equality and diversity policies of Falmouth Exeter Plus.

To attend training courses as identified and agreed for appropriate development.

To promote the Falmouth Exeter Plus Environmental Policy by implementing working practices and procedures that ensure a sustainable approach to the use of resources and that resources are disposed of in an efficient and environmentally friendly way.

Working within the Health and Safety at Work Act, the post holder has a legal duty to take reasonable care for Health and Safety both for themselves and others who may be affected by their actions.

They are also required to undertake Health and Safety training commensurate with the level required by the post and to take part in risk assessment procedures and the implementation of agreed recommended work practices within the area.

Undertaking other duties not specifically stated which from time to time are necessary without altering the nature or level of responsibility.

PERSON SPECIFICATION

Post Title: Day Nursery Team Leader

Attributes	Essential Requirements	Desirable Requirements
Education / Qualifications	NNEB, NVQ level 3 or equivalent qualification in childcare. Enhanced DBS check. (Willing to submit and ability to pass)	Paediatric first aid. Child protection training. Food Hygiene.
Experience / Knowledge	Relevant post qualification experience in a nursery setting or similar. Knowledge of the EYFS curriculum and the Standards produced by Ofsted.	
Skills / Personal Requirements	Commitment to maintaining high standards of care. Ability to accept responsibility and take initiative. Ability to manage a small team of staff. Ability to communicate clearly and sensitively. Handle sensitively the needs of parents, staff and children. Willing to work flexibly and with enthusiasm. Discretion and the ability to exercise confidentiality and work within confines of data protection legislation. Basic computer skills.	