



JOB DESCRIPTION	
JOB TITLE	Nursery Room Leader
PAY/GRADE	Point 16, £21,878 per annum (£23,651.89 pro rata)
HOURS	40 hours per week, all year round
REPORTS TO	Nursery Room Leader
LOCATION	The College Nursery, Peterborough College
JOB PURPOSE	
To ensure a high standard of physical, emotional, social and intellectual care for children placed in the nursery, particularly within the age range of children in the room. Supervising a small team of staff.	
MAIN DUTIES AND RESPONSIBILITIES	
<p>Your main duties and responsibilities will include, but will not be limited to the following areas:</p> <ul style="list-style-type: none"> • Provide a high standard of quality care and education in accordance with nursery policies • Formulate and operate a programme of activities suitable to the age range of children in the room • Ensure the team prepare children's records and liaise with parents on reviews three times a year • Support all staff and ensure all duties are delegated fairly • Work with the team to provide a high standard of quality care and education • Ensure all room staff work within the nursery policies and procedures at all times • Effectively allocate key children • Conduct show rounds and promote the nursery • Ensure good communication within the team including holding monthly team meetings • Work with the nursery team to identify children potentially with special educational needs promptly and discuss concerns room SENCo • Take on additional responsibilities as designated by nursery manager when required • Responsible for supervision of the team's daily duties, supervisions and performance reviews • Act promptly to address any concerns in the room and inform nursery manager of ongoing issues • Support nursery nurses to develop effective relationships with parents • Give clear direction to nursery assistants and support nursery nurses to give clear direction to nursery assistants • Deputise for Deputy Nursery Manager and Nursery Manager when required • Work within the Early Year's Foundation Stage Framework 	
OTHER	
<ul style="list-style-type: none"> • Delivering, promoting and supporting good practice in relation to equality, diversity and inclusion, Safeguarding and the Prevent duty, ensuring compliance with College policy and procedures • Promoting and consistently exemplifying both internally and externally the values and behaviours of the College's vision • Responsibility to cooperate, and for promoting and maintaining safe and healthy working environment and own health and safety 	



- Commitment to safeguarding and promoting the welfare of young people, and vulnerable adults
- Undertaking any other duties and responsibilities commensurate with the level of the post as required

TERMS AND CONDITIONS

Contract	Fixed Term
Pension	Local Government Pension Scheme
Holiday	30 days per year, plus bank holidays and discretionary days
Probation	New appointees to the College are subject to a 6 months' probationary period.
Disclosure	All employment offers are subject to a satisfactory fully-funded enhanced DBS check.
Working Arrangements	Normal working hours of 8.00am to 6.00pm Monday to Friday.

APPLICATION PROCESS

Applicants should complete the College's online application form

<https://ieg.ac.uk/jobs/>

PERSON SPECIFICATION

Nursery Room Leader

Criteria	Essential or Desirable		Assessment Method			
			A	I	T	R
QUALIFICATIONS	E	D				
Level 3 childcare qualification	E		✓			
Good general level of education including Level 2 qualifications in English and Maths	E		✓			
First Aid Certificate		D	✓			
Food Hygiene Certificate		D	✓			
Child Protection Training		D	✓	✓		
EXPERIENCE						
Significant experience in a day care setting working with children across a range of ages 0 - 5	E		✓	✓	✓	✓
Experience within a supervisory role within a day care setting	E					
Experience of working with special needs children		D	✓	✓	✓	
Experience of dealing with Safeguarding concerns		D				
Experience of conducting risk assessments						
Experience of dealing with third parties e.g. speech and language agencies or psychologists		D				
KNOWLEDGE						
In-depth knowledge of EYFS and child development	E			✓		
Significant knowledge of Ofsted requirements for the provision of safe care to children	E			✓		
Knowledge of Health and Safety requirements for the environment in which children are cared for	E			✓		
Knowledge of key worker system	E			✓		
Commitment to updating skills and knowledge	E			✓		
KEY SKILLS						
Excellent communication and interpersonal skills with the ability to communicate well with young children, parents and staff	E			✓		
Ability to lead and motivate a team		D		✓		
Able to plan and manage own and others work load	E					
Highly effective supervision skills	E					
Good IT skills – Able to use Microsoft Office (Word and Excel) and e-mail		D				
Strong personal commitment to an understanding of equality of opportunity and diversity and its delivery	E					
Understanding of confidentiality and ability to apply to the role	E			✓		
Enthusiastic and motivated	E			✓		
Team player and also able to work on own initiative	E			✓		
Ability to make decisions	E			✓		
Time Management and Planning skills	E			✓		
Administration and organisation skills	E			✓		
OTHER						
Awareness and respect for colleagues, young adults and children's cultural, religious and emotional needs and beliefs	E			✓		
Committed to safeguarding and promoting the welfare of children and young people	E			✓		

Commitment to the IEG's core values	E			✓		
Flexible approach to working practices	E			✓		
Professional appearance and behaviour	E			✓		
Good previous attendance record	E			✓		
Satisfactory enhanced DBS check + barred list for regulated roles	E	Pre-employment check				

Assessment Criteria: A = Application, I = Interview, T = Test, R = References