



JOB DESCRIPTION

JOB TITLE:	Room Supervisor
DEPARTMENT	Footsteps Nursery
RESPONSIBLE TO	Nursery Manager

The post holder must at all times, carry out their responsibilities in accordance with Nursery and College policies.

SUMMARY OF POSITION

- To ensure a high standard of physical, emotional, social and intellectual education and care for children placed in the nursery.
- To give support to other personnel in the Nursery.
- To implement the daily routines in the Nursery.
- To oversee the effective running of an identified room within Footsteps and supervise the room team.

MAIN DUTIES OF THE POST

- To operate a programme of activities suitable for the age range of children attending the Nursery, in conjunction with other Nursery staff.
- Deliver care and education within the nursery with initiative, drive and vision.
- Be proactive in the implementation and development of key initiatives in line with sector best practice.
- Produce accurate and professional records as required by the Nursery Manager.
- Act as a key part of the Nursery team and provide support to other staff.
- Liaise with and support parents and other family members.
- Undertake certain domestic duties within the Nursery, including the cleaning of equipment etc.
- To commit to developing and maintaining an inclusive environment respecting the children's individual differences and to maintain a policy of confidentiality and privacy
- To participate and be part of the staff team meetings within the nursery
- Participate in the Performance Review Scheme and attend appropriate training programmes as identified
- Undertake any other duties as may be reasonably required by the Nursery Manager to meet the demand of service provision.
- To observe the Nursery and College's health and safety regulations and procedures.
- To observe and comply with the Nursery and College's Safeguarding Policy and Equality and Diversity procedures

GENERIC PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS & EXPERIENCE	<p>Level 3 child care qualification or higher</p> <p>Good ICT Skills</p> <p>Have sufficient understanding and use of English to ensure the well-being of children in their care and liaise with other agencies to summon emergency help and understand instructions such as, safety of medicines or food hygiene. (3.60 - 3.63 EYFS).</p> <p>Experience of leading a room and team.</p> <p>Secure safeguarding knowledge.</p>	<p>Experience of leading a Room and team.</p> <p>Current Paediatric first aid certificate</p>
ATTITUDE	<p>Willingness to contribute ideas and help in the development of the nursery</p>	
SPECIAL APTITUDES	<p>Good communication and organisational skills</p> <p>Ability to work as part of a team</p> <p>Able to work flexibly and be willing to take on new or different tasks</p>	

Please apply by application form to jobs@nsc.ac.uk