



ASHLEY MANOR  
PREPARATORY SCHOOL

## Nursery Room Leader

### Job Description and Person Specification

#### Job Description

The school is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

<b>Post title:</b>	<b>Nursery Room Leader</b>
<b>Remuneration:</b>	<b>Commensurate with experience</b>
<b>Hours:</b>	<b>40 hours per week</b>
<b>Responsible to:</b>	<b>Head of Nursery</b>

#### Main Responsibilities:

- To work as a member of a team to provide at all times a safe, caring, stimulating environment for the children, in line with The Early Years Foundation Stage ( EYFS).
- Working with children aged 1-4. This is a physically demanding job which requires an adequate level of mobility and fitness.
- To assist in the planning of appropriate experiences for the children in-line with the Kindergarten guidelines on teaching and learning.
- To fulfil the role of a Key Person for a designated group of children in-line with the EYFS requirements.
- To provide a wide variety of activities for the children that is suitable to their individual stages of development.
- To participate and uphold the Kindergarten's policy on planning and assessment in-line with the EYFS statutory Framework.
- To work in partnership with the parents in order to build effective communication between home and Kindergarten.
- To ensure the provision of high-quality environment to meet the needs of individual children regardless of any disabilities, family backgrounds or medical history.
- To ensure the maintenance of adequate standards of cleanliness and hygiene for the children attending the kindergarten.
- To undertake certain domestic jobs within the kindergarten, e.g. cleaning of equipment etc. and the cleaning of rooms. Ensuring the Kindergarten is kept clean and tidy.
- To keep up to date with the Health and Safety at work Act.
- To record accidents/incidents on the correct forms.
- To uphold all safeguarding procedures.
- To accompany small groups of children on regular outings around the school grounds.

	<ul style="list-style-type: none"> <li>• To assist in the provision of support and guidance to students on placement.</li> <li>• To attend staff meetings, termly parents' evenings, and occasional social functions.</li> <li>• To assist with meeting the children's care needs such as dietary and personal hygiene.</li> <li>• You will be required to participate in staff training and annual assessments of progress.</li> <li>• To ensure that all policies/procedures and risk assessments are read and understood.</li> <li>• To respect the confidentiality of all information received.</li> <li>• To carry out any other duties requested by Head of Prep.</li> <li>• To be aware of the high profile of the Kindergarten and to uphold its standards at all times both within work hours and outside.</li> <li>• To be happy and approachable.</li> </ul>
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### Person Specification

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	Method of Assessment
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• NVQ level 3 in childcare and Education</li> <li>• NVQ level 2 in childcare and Education</li> </ul>	<ul style="list-style-type: none"> <li>• Further qualifications with regard to child protection and/or SEN.</li> </ul>	Application Form  Production of the Applicant's certificates  Interview
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Experience of working with children aged 12months, preferably within an educational context.</li> <li>• Knowledge of the Early Years Foundation Stage</li> </ul>	<ul style="list-style-type: none"> <li>• Recent experience of working in Early Years Education</li> <li>• Experience of working with children with special educational needs.</li> </ul>	Application Form  Production of the Applicant's certificates  Interview  Professional references
<b>Skills:</b>	<ul style="list-style-type: none"> <li>• An ability to communicate effectively both verbally and in writing.</li> <li>• An ability to devise and implement a range of</li> </ul>		Application Form  Production of the Applicant's certificates

	strategies to support learning and enjoyment of learning.		Interview Professional references
<b>Personal Competencies and Qualities:</b>	<ul style="list-style-type: none"> <li>• A genuine enthusiasm for working with young children.</li> <li>• A commitment to overcoming barriers to learning.</li> <li>• An ability to inspire confidence.</li> <li>• A positive attitude.</li> <li>• An ability to strike a good professional rapport with children, staff and parents.</li> <li>• Being a positive role model.</li> <li>• To be flexible to the needs of the students.</li> </ul>		Application Form Interview