

Job Description

Job Details:

Job Title: Third in Charge / Room Manager
Reports to: Nursery Management Team

Job Purpose:

The Third in Charge assists the Management team with opening and closing the nursery, acting as a third Designated Safeguarding Lead and to cover the role of the Deputy Manager when required.

For the remainder of time, the Third in Charge will perform the Room Manager role as follows:

The role of the Room Manager is to provide professional leadership and management of their assigned playroom(s). To effectively manage the day to day running of the room(s) and to deliver the highest standards of care and education.

To meet the requirements of the EYFS and Statutory Framework at all times.

Summary of Responsibilities

Childcare

- Ensuring all areas of the EYFS and Statutory Framework are met at all times.
- Ensuring Safeguarding/Child Protection Policies and Procedures are understood and implemented by all.
- Provide a safe and stimulating environment for the children, taking children's individual needs into consideration.
- Ensuring the nursery offers an environment which reflects the cultural diversity of all children.
- Monitoring the quality and completion of children's developmental and observation records.
- Reflect on daily practise and identify areas for continuous improvement.
- Ensure that settling-in and transitions are well managed for all children including ensuring they are communicated to parents, carers and colleagues effectively.
- Promote effective partnerships with parents.
- To be the key person for a designated group of children.

Leadership

- Ensure that the team is clear on the expectations, goals and responsibilities of their role.
- Continually motivate and develop staff team within the nursery through effective role modelling and promote and initiate ideas to maintain employee engagement.
- To act as a mentor, carrying out effective employee induction and staff supervisions in line with Company Policy.
- Identifying training needs and support practitioners to upskill.
- Effectively managing staff conduct and performance.

Health & Safety

- Respond to, and report health and safety issues as and when they arise.
- Maintaining the highest standards of cleanliness/tidiness within the nursery
- Carrying out health and safety checks in line with Company Policy.
- Ensure control measures detailed within Company Risk Assessments and understood and followed.
- Monitor accident and incident records, reporting any concerns to Management.

General

- Responsible for duties associated with the nursery playroom(s), such as maintaining children's records and any other duties as reasonably requested.
- Adhere to all Company policies and procedures.
- To meet deadlines as set by the Company.

Third in Charge

- To safely and effectively open and close the nursery as directed by the Nursery Manager.
- To act in the role of Deputy Manager when required (please see Deputy Manager job description)
- To act as a Third Designated Safeguarding Lead

Selection Criteria

Knowledge, Skills & Experience

- Minimum Level 3 professional childcare qualification is required.
- Experience of managing a room / team.
- Experience of working with children between the age of 3 months – 5 years.
- Experience of working in partnership with parents with the ability to sensitively and professionally handle any difficult/challenging situations.
- A working knowledge of health and safety within a childcare environment, how to risk assess and take action to reduce potential for accidents/injury.
- Up to date knowledge of Child Protection Procedures.
- A detailed understanding of the EYFS and Statutory Framework.
- In line with the Statutory Framework, all staff must have sufficient understanding and use of English to ensure the well-being of children.

Under 2's Room Managers must have experience of working with babies

Person Specification

- Leadership skills with the ability to lead, engage and develop people.
- Strong communication skills are essential, both verbal and written.
- Strong organisational are essential, along with the ability to manage own workload with limited supervision
- Interpersonal skills are essential, with the ability to build effective relationships with staff and parents
- Ability to cope with change in a fast paced environment is essential
- Ability to work under pressure and with ever changing priorities is essential
- A kind, caring and nurturing individual who acts as a positive role model for children.

The duties and responsibilities in this job description are not exhaustive or restrictive, changes and other duties relevant to this post may be added. This job description may be reviewed in the future.