

## **JOB DESCRIPTION**

**POST:** **Early Years Group Leader** – Sunflower Nursery

**DATE:** January 2018

**REPORTING TO:** Nursery Manager

**RESPONSIBLE TO:** Nursery Manager and Deputy Nursery Manager

### **Overall Purpose:**

The Sunflower Nursery is registered with OFSTED to provide full day care for children from 4 months to 5 years of age.

The nursery provides a safe, caring and stimulating environment for young children. It aims to meet children's physical, emotional, social and play needs. Children are respected as individuals and are encouraged to develop skills and knowledge at their own pace. Employees encourage children to explore and discover new experiences and widen their understanding of the world and other people.

### **Job purpose:**

To be in charge of a group of children and direct and support the work of employees working with you

## **Main Duties**

### **A. Child Care**

1. To provide the highest standard of child care, ensuring the safety of the children at all times.
2. To provide a stimulating social and educational environment and to encourage play.
3. To encourage the children's social, intellectual, physical and emotional development.
4. To be responsible for planning and recording activities on a weekly basis in consultation with the team.
5. To keep written records and care plans of the development of children in your care.
6. To liaise on a daily basis with parents/carers of children in your care.
7. To bring to the attention of the Nursery Manager, or Nursery Co-ordinator in the Nursery Manager's absence, any concerns relating to the health and safety of any child in your care.

8. To implement the care plans as required ensuring all relevant parties are involved
9. To deal with administration for the children in your care relating to: new admissions, collection of children, medication, accident records.

### **B. Parents and Community**

1. To work in partnership with parents/carers and foster positive relations between parents/carers, children, employees and the wider community
2. To participate in regular parents evenings or open events.
3. To contribute to the work of the Seeds of Sunflower committee as requested.
4. To contribute to events arranged for parents and families of a social or educational nature
5. To positively promote the nursery within the community

### **C. Employees**

1. To support and motivate the Keyworkers and Students in your group to help them fulfil their potential and provide the highest standards of child care and education.
2. In the event of the Nursery Manager and Nursery Co-ordinators being off duty together, to take charge of the Nursery as required.

### **D. General**

1. In the absence of more senior employees, to take charge of day to day running of the nursery
2. To, ensure that nursery equipment is kept clean and in good working order, reporting promptly any defects to the manager or to the Property Services Section promptly.
3. To attend training courses, as a benefit to your personal development and to meet the requirements of the Nursery.
4. To attend team meetings as required.
5. To undertake some general duties in relation to the daily running of the Nursery including laundry and cleaning duties
6. To record appropriately any monies received.
7. To share responsibility for opening and closing the nursery as required.
8. To meet with your line manager on a regular basis to talk about your work and progress at the project.
9. To comply with the CHS Group Equality and diversity Statement and Policy.

10. To comply with the CHS Group Health and Safety Policy and Fire Procedure.
11. To work in partnership with the other nursery within CHS as and when required
12. To have a flexible approach regarding working within other areas of the nursery as and when required to ensure the smooth running and operational requirements of the nursery
13. To undertake such other duties as may be required from time to time in keeping with the nature and scale of the post.

*As the needs of the organisation change rapidly, this role will change accordingly, therefore this document should be viewed as guidelines which are subject to change*