



Glen Community Parent and Youth Day-Care

JOB DESCRIPTION

Job Title:	Room Leader within Daycare
Responsible To:	Children's Service Manager
Hours:	30 Hours Flexible Monday-Friday (7.45am-6.00pm)
Salary:	£13.00 per hour
Aim:	To ensure the delivery of efficient quality childcare services within Glen Parent and Youth Day-Care

Main Responsibilities

- To be responsible for the delivery of best practice in relation to childcare provision.
- To support the Childcare Manager in the daily running of the centre through key duties such as managing staff rotation, break and lunch cover, health and safety checks.
- Contribute to the development and implementation of policies and procedures to ensure best practice is prioritised.
- To contribute to the creation, maintenance and improvement of a child centred environment.
- To ensure all Keyworkers plan and deliver a developmental programme through play suitable to the age and stage of development for each child.
- To monitor and evaluate the impact of the daily routine in conjunction with Keyworkers.

- To ensure that health and safety standards are maintained.
- To ensure Keyworkers maintain appropriate administration records (registration, daily register, accident and incident reports, observation records and any other relevant administration, which may arise.)
- To act up when required for the childcare Manager for short periods of time.
- To identify and support staff development through individual and team assessment.
- To develop good relationships with parents and ensure all Keyworkers adhere to the partnership with parent's policy for Glen Parent and Youth Day-Care
- To work closely with the Childcare Manager to ensure the smooth running of the Day-Care facility.
- To participate in supervision, Appraisals, meetings and training as and when required.
- To undertake any other reasonable duties which may be required from time to time.

Personnel Specification

Essential

Qualifications

- NVQ Level III in either CCLD, Childcare, Early Years or equivalent

Experience

- A minimum of 2 year's experience, in the last 5 years, working within a childcare setting, one of which should be at supervisory level.

Knowledge/Skills

- Good communication skills (written and verbal)
- Good Knowledge of Child Development
- Good organisational skills
- Ability to lead a team and maintain a quality service in line with The Minimum Standards.
- Ability to build positive relationships with parents and other professionals
- Observation and record keeping skills
- A knowledge of current practice
- Ability to cope with many different roles and responsibilities

Personal Attributes/Disposition

- Ability to build relationships and work as part of a team
- A genuine desire to work with children
- The ability to work flexible hours
- The ability to lift children and equipment when required
- To be able to use own initiative and to work as part of a team
- Ability to implement current practice standards
- A commitment to the ethos and values of Glen Community Parent and Youth Group.

Desirable

Qualifications

- An ICT qualification

Personal Attributes/Disposition

- A friendly, caring, helpful, flexible, open-minded and patient disposition