



JOB DESCRIPTION

Job title: Early Years Co-ordinator/Room Leader

Responsible to: Mulberry Bush Pre-School Manager (or Deputy in Manager's absence)

Responsible for: Staff assigned to relevant Room

Purpose of the job: To provide safe, high quality education and care for pre-school children. To support the manager and deputy to fulfil legal and statutory requirements. To contribute to and to implement pre-school policies. To ensure that all statutory, legal and setting obligations are followed and met.

Main duties

1. To line manage staff assigned to work in the relevant area on a day to day basis
2. To deputise for the deputy manager in their absence.
3. To load child observations onto 2simple system weekly, producing reports as required
4. To plan and implement activities, setting up the playroom to reflect the planning, changing room layout when required.
5. To share/liaise with the Senior Team any concerns regarding children.
6. To be the first point of contact/liaison with parents/carers and discuss next steps for the welfare/development of the child.
7. To take the lead on registering children's attendance daily (in and out)
8. To track and observe the development of each child, making home visits where necessary
9. To meet prospective parents alongside the Manager and/or Deputy Manager
10. To research new ideas for key children to support learning
11. To maintain hygiene standards for children (toileting, potty training)
12. To prepare/resource activities, including displays
13. To contribute to and to implement all pre-school policies and procedures, e.g. register and signing out procedures, child protection, health and safety, confidentiality, food safety, setting hygiene etc.
14. To support children's healthy eating/meal times, preparing snacks as required ensuring food hygiene standards are adhered to.



15. To attend any conferences, training events or meetings, as identified by the manager and to keep up-to-date with current good practice.
16. To adhere to record keeping systems e.g. children's records of progress and any behavioural and development reports, any safeguarding issues, health and safety issues are appropriately reported
17. To undertake any other reasonable duties as directed by the Manager or Deputy in accordance with Mulberry Bush Pre-school business plan/objectives.

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.



Person Specification

Early Years Co-ordinator/Room Leader

Essential criteria

1. Proven experience of working in a pre-school setting.
2. Level 3 early years education and childcare qualification
3. Sound understanding of child development, and of children's needs.
4. Demonstrable knowledge of current legislation relevant to the early years.
5. Ability to communicate and work with parents and families to encourage their involvement.
6. Commitment to equal opportunities and an understanding of equality and diversity issues.
7. Committed to work within the Ethos and Behaviours of the Oasis 9 habits.

Desirable criteria

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require a criminal records check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.