



Bumpkins – Room Leader - Job Description

Role Purpose

To successfully fulfil this role 80% of your time will involve being interactive with the children providing high quality childcare in a happy, safe and stimulating environment. Provide learning opportunities which will be planned to meet individual children's needs and promote the EYFS. 5% will be ensuring and maintaining a clean and healthy environment and 5% will be leading and managing the team.

“Attitudes are contagious, please ensure yours is always worth catching”

Main Duties

1. To act as a role model and display a positive and professional image at all times to staff members, the children, their families, visitors and external agencies.
2. To implement and maintain the boundaries of confidentiality, to follow all policies and procedures and practice professionally within them at all times.
3. To have a recognised qualification and to implement the knowledge of the EYFS and child development.
4. To consistently demonstrate the ability to work on their own initiative and to be a role model, and to step up in the absence of the Senior Management, implementing the Bumpkins standards at all times.
5. To implement the settling in procedure across the room and monitor keyworker progress and to ensure stimulating environments for children to flourish.
6. Effectively supervise the team and all charges effectively delegating, managing and leading in a motivational manner.
7. To administer, record and check all medicines as appropriate for children in the nursery following Bumpkins medicine policy and procedure at all times
8. Supporting Senior Management with inductions, training and supervision of staff,
9. Undertake tours of new parents.
10. Report to Managers if you are concerned in respect of any child's welfare.
11. To adhere to the Bumpkins dress code.

Person Specification

1. Previous experience working in a senior role within childcare settings.
2. To delegate to and manage the team to ensure the smooth and efficient running of the room through inclusion creating team spirit.
3. Commitment to making a positive difference in the lives of young children and their families as well as to the team they are supporting.
4. A friendly, flexible nature with good leadership and management skills with the ability to continually mentor and motivate.
5. Practice equal opportunities, (to treat everyone the same).



Planning and organisation

1. Create the plan with the Room Senior and input from the rest of the team each week and ensure next steps are in place and that team members are empowered to support each individual child's needs. Offering help and advice within the team.
2. Keep up to date learning journeys for each child using daily observations and monitoring all team members are also up to date.
3. Ensure the room is laid out with a variety of toys and activities that look inviting to children and encourage them to engage. **Repeat** this throughout the day.
4. Evaluate how the room as a whole is operating and create action plans for areas that need improving.

Team work

1. Plan and engage the rest of the team for activities in the room.
2. Work alongside your peers implementing the guidelines for the EYFS.
3. Running regular team meetings to discuss children's progress and resolve any issues that may occur in the room.
4. To do whatever it takes to support all children to enjoy a positive experience at Bumpkins.
5. Ensure that the team are both enjoying and creating a positive environment.

Oral Communication

1. To communicate appropriately with parents telling them factual information about their child's day.
2. Regularly liaise with parents sharing information about child's Learning Journey and the next steps in which they are working towards.
3. Share information with colleagues and the management team that you have received regarding children in your care.
4. Use consistent, positive and appropriate language towards children, staff and parents.

Written Communication

1. To record daily observations about a child's progress which provide the basis of planning and learning journeys using the tracking system.
2. Write daily diaries on children within the nursery tailored to the individual.
3. Ensure accident, incident and medication forms and reports, are correctly completed and signed by the parents.
4. To ensure all appropriate records and paperwork are maintained to the Bumpkins standards.

Knowledge and experience

1. Keep up to date with Nursery policies and procedures.
2. Conducting regular training and staff meetings and mentoring to extend knowledge and understanding to the team about childcare and general education.
3. To attend events as listed on the Bumpkins social calendar.
4. Gain and share from other staff member's knowledge and experience.



Health and Safety

1. To be aware of emergency and evacuation procedure and fire alarm boxes, fuse boxes etc.
2. To comply with all health and safety procedures at Bumpkins Ltd
3. To report any health and safety issues to your room leader.
4. To ensure all team members are kept up to date regarding procedures.
5. Be constantly alert to practical hazards e.g. how toys are stored.
6. To ensure and contribute to cleaning routines, to maintain cleanliness and tidiness of the room and environment to the Bumpkins standards to ensure a safe environment where there is no cross infection.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role and changing requirements within the nursery to ensure that the Bumpkins standards are maintained at all times.

Full name.....

Signature..... Date.....