

Job Title: ROOM SUPERVISOR

Project and Location: Puddleducks Day Nursery, Grosvenor House
5 Glengall Street, Belfast

Relationships:

Reports to: Deputy Manager
Responsible to: Nursery Manager, Head of Care

Main Purpose of Job:

- You will be responsible for arranging and ensuring the implementation of a stimulating and varied program of age appropriate activities for the children in your room in line with the High/Scope approach and the supervision of staff.

MAIN TASKS

- Day to day supervision of staff team activity and performance to ensure high quality care provision for children.
- Liaise with parents to discuss daily updates in respect of daily activity of the children.
- Deal with any parental concern that may arise in respect of service provision and where necessary, bring these concerns to the attention of the Nursery Manager / Deputy Manager.
- Develop key Supporter System and ensure the implementation of the system on daily basis.
- Organise and implement a stimulating and varied program of age appropriate activities which ensure the needs of each individual child are met and are in line with the Puddleducks approach.
- Ensure that you / your staff team undertake regular observations in respect of the children's activities and that these observations are accurately recorded.
- On a rotational basis, assist in monthly orders, liaising with Social Services, Suppliers and relevant specialists, e.g. Speech Therapists.
- When required, assist in the allocation of staffing hours through the nursery rota process.
- Allocate staff duties and regularly supervise these activities to ensure that the needs of the children are met.
- Ensure the Nursery consistently meets and exceeds the standards of the Belfast Health and Social Care Trust Registration and Inspection standards and other relevant standards.
- Maintain registration with professional bodies, where relevant e.g. NISCC.

HEALTH & SAFETY

- Supervise and monitor the day-to-day operation of your room in order to ensure the health and safety of the children, their parents, staff and any visitors and monitor any concerns.

- Ensure your room (equipment and the environment), including relevant outside areas, are clean, tidy, well maintained and meet the expected legal and regulatory requirements, ensuring that BCM'S policy on Health & Safety is maintained at all times.
- Ensure that relevant Risk Assessments are undertaken within your area of work and that these are recorded appropriately for purposes of inspection and improvement.
- Ensure that the dietary requirements of the children are met and that your staff are aware of these requirements at all times.
- Ensure that all accidents, incidents etc. are duly recorded and that the appropriate action is taken.

COMMUNICATION

- Ensure that effective channels of communication are maintained with your team through various meetings; supervisions and regular updates so that you staff team remains informed of relevant developments that affect the Nursery.
- Contribute to the learning of others in Puddleducks and BCM by assisting with induction, taking an active role in team meetings and sharing ideas and knowledge.
- Develop a working knowledge of current and relevant legislation (eg Childcare, Health and Safety) and BCM's policies and procedures.
- Facilitate the placement, development, support and supervision of students and volunteers when appropriate.

The above list is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

GENERAL TERMS AND CONDITIONS

<u>Duration:</u>	Temporary for one month, with the possibility of extension.
<u>Hours:</u>	40 hours per week (as per rota, between 7:20am – 6:05pm).
<u>Salary:</u>	£16,103 per annum.
<u>Holidays:</u>	20 days per annum plus 11 Public Holidays.
<u>Probation Period:</u>	Six months.
<u>Pension:</u>	In line with current legislation, you will be automatically enrolled into the company pension scheme, providing you meet the relevant criteria.
<u>Period of Notice:</u>	Less than six months service = 1 week. Six months service or more = 1 month.
<u>Sick Scheme:</u>	Statutory Sick Pay (SSP) You will be eligible for SSP during periods of certified sickness provided you meet certain qualifying conditions.
<u>Access NI:</u>	This post requires that a check must be carried out under the requirements of Access NI Enhanced Disclosure. This will involve a full criminal records check which will show spent and unspent convictions.

If you require more details regarding the conditions of employment you will be given the opportunity at interview to discuss these and other matters.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications/ Attainments	<ul style="list-style-type: none"> Working towards or currently possess QCF Level 3 in Child Care, Learning and Development or equivalent. 	<ul style="list-style-type: none"> Paediatric First Aid. High/Scope Qualification.
Relevant Experience	<ul style="list-style-type: none"> At least 2 years Early Years practice with children aged 0-5 years including additional needs care. 	<ul style="list-style-type: none"> Experience of the High/Scope approach. Experience of working in a Day Nursery. Child care supervisory experience.
Special Attributes	<ul style="list-style-type: none"> Knowledge of Registration and Inspection criteria. Able to demonstrate up-to-date knowledge of current thinking in the early years' field and child development. Ability to lead and manage a staff team, allocating work schedules, monitoring performance and developing team skills. 	<ul style="list-style-type: none"> Knowledge of relevant legislation, e.g. DHSSPS Childminding & Day Care for Children Under Age 12 Minimum Standards.
Communication	<ul style="list-style-type: none"> A good standard of written and spoken English. Confident, sensitive and effective interpersonal and communication skills with children, adults and outside agencies. Able to use initiative. 	
Circumstances	<ul style="list-style-type: none"> Flexibility regarding working hours and overall responsibilities within the Nursery. 	