



Group Leader

JOB DESCRIPTION

Main Purpose of Role:

To be a proactive member of a staff team who provide a safe, stimulating and inclusive environment in which babies and young children are supported and encouraged to achieve their full potential.

To take responsibility for the day to day operation of a nursery home room, being fully accountable for the children and staff team.

Reporting to: The Nursery Manager

Main duties of role:

Below is a list of tasks and responsibilities that you are obliged to fulfil in your role as a Group Leader

- To understand and respect the need for consistency of care for the children – report for duty on time, maintain regular attendance, give appropriate notice of holiday requests and report non-attendance through sickness promptly and appropriately.
- To be proactive in providing a safe, supportive and caring environment for young children in the care of Christopher Robin Day Nurseries; to ensure that all aspects of each individual child's development are given full consideration.
- To ensure that clean and hygienic standards are maintained at all times. This includes daily cleaning rotas, nappy changing and other nursery/housekeeping duties.
- To maintain and follow all Health and Safety policies and procedures at all times.
- To develop a thorough knowledge of all of the company's operational policies and procedures; ensuring that they are followed and respected at all times.
- To be fully up to date with the welfare requirements of the "Early Years Foundation Stage" and ensure that your practice meets and aims to exceed the requirements.
- To be proactive in the process of activity planning, child observation and ensure that development records are completed on a regular basis. Your staff team should be involved in these tasks.
- To follow all routines, duties, timetables, rotas, record keeping activities and any other reasonable duty as requested by your Nursery Manager.
- To ensure that communication with children, parents and the staff team is polite and courteous at all times.
- To share relevant information and ensure that information passed between parents and staff is communicated to your Nursery Manager as appropriate.
- To take on a key person role and to assign key person duties to other members of your team giving due respect to their qualifications, knowledge and experience.
- To maintain confidentiality about all issues related to children and their families; your own and other staff members issues and any other management or operational issues.
- Involvement and enrolment in company training courses to be undertaken and completed which may, at various times, be outside normal working hours.
- To be involved in developing and delivering a stimulating and creative atmosphere within the group.
- To familiarise yourself with Montessori philosophy and materials in as far as is possible.
- To provide staff cover within the nursery group periodically, as requested by the Management team.
- To attend all mandatory training sessions and workshops (as advised by your manager).
- To attend staff meetings, professional development training and any other events as requested by your Nursery Manager.
- To, on occasion, record and collect payment for outside organisations, e.g. Tempest photographs, as requested by your Nursery Manager.

- To ensure the correct staff/child ratios are always maintained. Staff must gain authorisation from the Manager before leaving the premises. Extra staff must be authorised by the Area Manager.
- To ensure that all monthly invoices are given to parents promptly. Also newsletters and other parent information.
- To ensure that all extra days and swap days are recorded.
- To organise the running of the room.
- To ensure all medical information is correct and that colleagues are aware of any special dietary requirements and medication, (and how to administer it correctly), and that everything, including accidents, is recorded accurately.
- To organise lunch breaks for colleagues and students in your room.
- To ensure that your team completes all allocated weekly housekeeping duties e.g. laundry duty, kitchen duty.
- To delegate suitable responsibilities to colleagues in your room.
- To encourage and support the team, within the home nursery and the wider group of nurseries.
- To deal with any basic queries and comments that parents or staff may have, but to consult with senior management regarding any such queries or comments.
- To liaise with other group leaders to discuss integration of the group within the nursery as well as child movement through the nursery.
- To ensure that the staff in your room are aware of their duties and responsibilities.
- To motivate the team within the group and support any training and development.
- To be a good role model for colleagues and students.
- To liaise with the Manager, Deputy and other Group Leaders on a regular basis.
- To support and mentor colleagues who are studying for NVQ childcare qualifications and new employees through their induction tasks.
- To carry out any other reasonable additional duties as requested by your Nursery Manager or Area Manager from time to time.
- To take responsibility for continued professional development by attending courses (in-house and external), receiving constructive feedback and reading relevant material.

Dress Code and Personal Conduct:

You will be expected:

1. To present a clean and smart appearance at all times:
 - (a) Only one set of earrings to be worn while at nursery (no dangling earrings or nose studs).
 - (b) Jewellery must be kept to a minimum to prevent personal or child injury.

- (c) Hair to be kept neat and tidy and to be tied back if longer than shoulder length.
- (d) A change of indoor shoes, slippers or socks to be worn. No boots or heavy shoes to be worn inside the nursery.
- (e) To ensure appropriate uniform (supplied) is worn with black trousers or skirts, **no jeans**. Tailored shorts (black) may be worn in the summer, minimum length, mid-thigh. Uniform must be worn at all times whilst on duty. The t-shirts, sweatshirts and tabards provided remain the property of Christopher Robin at all times.
- (f) Clear or natural shades of nail varnish may be worn on toe nails only (no bright or dark colours). Finger nails must be kept at a reasonable length.

Smart appearance is vital to maintain the professional image of the nursery.

These measures help us to meet the criteria as stated in Health and Safety at Work legislation and they also protect against injury to you and the children your care.

2. To establish and maintain good working relationships and ensure that care is taken when communicating with others to avoid any unnecessary conflict.
3. To encourage an atmosphere of co-operation and respect.
4. To ensure that a polite, courteous and helpful attitude is demonstrated at all times to the children, their parents and other staff members.
5. To maintain and respect confidentiality at all times.
6. To ensure that punctuality is maintained throughout the day.

Holidays:

Please remember that **before** booking a holiday authorisation must be obtained from the Nursery Manager and Administration office.

To ensure fairness, between the 1st May and 30th September two weeks holiday only may be booked.

All paid holiday should be taken before unpaid leave is considered.

Holiday should be booked so that no two people are on holiday at the same nursery at the same time (except in exceptional circumstances).

Illness:

If, for any reason, you are unable to attend your place of work you must inform the nursery manager or deputy manager. This should be done before, or as soon as possible after, 8.00 a.m.

You must also call the nursery before 5.00 p.m. to inform them whether you will be fit for work on the next working day. If you have a doctors note you should send this to the nursery as soon as possible and ensure that you confirm with the nursery manager the date that you will be considered fit to resume your working duties.

Emergency Procedures:

All staff must be aware of all company emergency procedures, including fire, first aid and safeguarding children.

Induction:

All staff members must complete the company induction and read and be familiar with all company policies and procedures.

All Health and Safety policies and documents must be read and understood.