

Reference: R210116

Salary: Grade 5 (£20,130 to £22,417 per annum)

Contract Type: Continuing

Basis: Full Time (36.5 hours per week)

Closing Date: 23:59 BST on 10 May 2021

Interview Date: 19th May 2021 – Stage 1

1 June 2021 – Stage 2

Nursery Room Leader

Candidate brief



Job description

Job Purpose:

To manage a team of care staff, promoting the overall objective as creating a happy and stimulating atmosphere where children can develop to their full potential in a bright, attractive, safe and healthy environment.

The day to day supervision of designated care staff, casual staff and student trainees.

To work with, and support the Nursery Business Manager and the rest of the Management team in the effective running of the Nursery in accordance with the established policies and procedures.

In all aspects of your work you should aim to provide the highest standards of care possible for the children. When making decisions, the safety, wellbeing and security of the children in your care have priority at all times.

Main Duties and Responsibilities

Work with children

- ▶ To care for the physical, intellectual, emotional and social wellbeing and development of the children.
- ▶ To assess and record the progress of children within your care, identify strengths and weakness and plan stimulating activities to develop children to their full potential. Using professional judgement as to whether to refer possible developmental or other problems to the Nursery Business Manager in the first instance.
- ▶ To establish caring relationships with children and parents within an equal opportunities and non-judgmental framework. To work in partnership with parents to provide the best care possible for their children.
- ▶ To promote positive cultural images in both general attitude and activities to ensure that all of the children, regardless of cultural or religious influences, are seen as valuable members of society.
- ▶ To promote full, consistent and relevant exchanges of information with parents and colleagues in a professional manner.
- ▶ To ensure the maintenance of a high standard of hygiene, cleanliness, safety and security in all areas of the Nursery.
- ▶ To monitor and develop the daily routine and record keeping procedures to reflect children's and their parents needs and other influences.
- ▶ To be involved in the day to day training and organisation of childcare students.
- ▶ To assist in the organisation of activities outside the Nursery including social functions for and with parents.
- ▶ To work within the guidelines as laid down by Ofsted as well as established Nursery care practices.
- ▶ To ensure that their room operates systems for parents to share information about children's home achievements and that this information is used within the children's individual planning.
- ▶ To support parent engagement through planning and running workshops/coffee mornings. Two to be carried out each year.

Management responsibilities to your team

- ▶ To supervise a team of care staff to ensure that standards of operation are as desired.
- ▶ To carry out probations and supervisions with members of their staff team and arrange the necessary support or training as required
- ▶ To monitor and evaluate the performance of Nursery staff and discuss relevant issues with the Nursery Business Manager.
- ▶ To challenge stereotypical and racist attitudes.

- ▶ To participate in the staff development process as a reviewer.
- ▶ To be an exemplary Nursery Officer as a role model for more junior staff. To enable staff to benefit from specialist knowledge and experience.
- ▶ To stimulate the personal and career developments of care staff. To be aware of staff's strengths and weaknesses when delegating responsibilities.
- ▶ To organise monthly team meetings with staff under your supervision.
- ▶ To supervise staff in a fair, consistent and appropriate manner.
- ▶ To act on staff concerns or complaints as and when necessary, enlisting support and/or guidance from the Nursery Business Manager or other appropriate staff.

Particular duties as part of the management team

- ▶ To anticipate gaps in staff cover and liaise with the other members of the management team to ensure effective placement of staff available to cover statutory ratios.
- ▶ To deal with enquiries from prospective clients confidently and effectively "selling" the Nursery service. To include showing prospective clients and other visitors around, giving out information packs and involving relevant staff where appropriate.
- ▶ To support and work in co-operation with the rest of the Management Team, including deputising in the absence of either the Manager or the Deputy.
- ▶ To be adaptable in times of emergency and staff absence to fill in and intervene when necessary.
- ▶ To work with the other Room Leaders to implement a monitoring system to ensure that all staff are successfully planning for children's needs.
- ▶ To take responsibility for an area of the nursery such as Health and Safety, First Aid, Equal Opportunities, Students Coordinator etc.

Flexibility

- ▶ Initially the post holder will be assigned to look after one particular age group section of the Nursery. At all times the post holder should be prepared to be flexible and to work in whatever area needs their skills. A programme of movement of staff throughout the Nursery may be developed to give all staff an understanding of areas and age groups outside those they are experienced in.
- ▶ Over time, as the Nursery develops to meet changing demands, it may be necessary to reflect this in the post holder's contract. It is therefore desirable for the post holder to remain flexible with regard to any reasonable changes in the terms and conditions of the post.
- ▶ It is expected that in emergency and unusual situations all staff will help with whatever duties are necessary to ensure the effective operation of the Nursery.
- ▶ All staff are required to attend regular staff meetings.

General

- ▶ All staff have a general responsibility for the safety and well-being of all children in the Nursery at all times. It is the responsibility of all Nursery staff to be aware of what constitutes good care practices. Any member of staff who has concerns regarding inappropriate practices must report this to the Nursery Business Manager, a member of the management team.
- ▶ We aspire to the highest standards of service and friendliness from all our staff. We expect staff to maintain, at all times, a high standard of professionalism especially in relation to work practices, confidentiality and integrity.
- ▶ Regular staff development reviews will be part of the management systems to ensure that all staff achieve their full potential. We aim to promote the development of staff skills and will provide further training opportunities as appropriate.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	NNEB or equivalent (BTEC National certificate or Diploma, NVQ 3).	Application form
Experience	Childcare work with under-fives in a day care setting and post qualification experience. Experience of working with children under the age of 2yrs. Experience and an understanding of good practice in terms of child care procedures and staff supervision. Experience in planning, managing and developing a curriculum for under-fives with an emphasis on learning through play. Excellent knowledge of child development.	Application form and interview
Aptitude and skills	The confidence and ability to observe and take appropriate action in individual cases for children's safety and wellbeing. Excellent inter-personal skills with people of all ages: colleagues, visitors, children and senior management. Good communication skills – both written and oral. An ability to gain trust from others. Respect for confidentiality, honesty and enthusiasm.	Application form and interview

	Essential	Method of assessment
	<p>A respect for children and their rights and a non-judgmental attitude towards children and their parents/carers.</p> <p>Well organised, punctual and pays attention to detail.</p> <p>A good manager of own time and reliable.</p> <p>The ability to stay calm under pressure and make reasoned decisions to benefit the children or circumstances present.</p> <p>A friendly and approachable manner towards colleagues and customers.</p>	
Other	<p>Able to undertake shift work and have a flexible approach to work.</p> <p>A willingness to extend knowledge base and support others in doing so.</p>	Interview

	Desirable	Method of assessment
Education and qualifications	Further study/qualifications in child care.	Application form
Experience	<p>Substantial post qualification experience.</p> <p>Experience of leading a team.</p>	Application form and interview
Aptitude and Skills	Additional knowledge in related areas such as child protection, illness and diseases, computer skills or curriculum planning.	Interview

How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>. Applications should be submitted by 23.59pm on the advertised closing date. All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted. If you require a manual application form then please contact the Recruitment Team via jobs@aston.ac.uk.

Contact information

Enquiries about the vacancy:

Name: Donna – Marie Cooper

Job Title: Nursery Business Manager

Email: d.cooper1@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via jobs@aston.ac.uk or 0121 204 4500.

Additional Information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits
Aston University staff enjoy

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK:

Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage <https://www.gov.uk/settled-status-eu-citizens-families>

Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are:

Skilled Worker Visa

<https://www.gov.uk/skilled-worker-visa>

Global Talent Visa

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.

<https://www.gov.uk/global-talent>

Equal Opportunities: Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>



