

<b>POST:</b>	<b>LEAD EARLY YEARS EDUCATOR</b> <b>0–3 YEARS</b>
<b>LOCATION:</b>	<b>BIRDHURST DAY NURSERY</b>

## **1. MAIN PURPOSES AND SCOPE OF THE POST**

- 1.1. To assist the Manager/Deputy Manager in the effective management of a registered day nursery for children under 5 years as part of a distinctly Christian organisation.
- 1.2. To take responsibility for the Unit in the event of the Manager/Deputy Manager being absent.
- 1.3. To contribute to developing a day nursery where children are provided with optimum early learning opportunities which are stimulating, developmentally appropriate, safe and nurturing, taking the lead with the children aged 0 – 3 years.
- 1.4. To take the lead in developing and delivering a teaching plan for all preschool children that promotes school readiness and creates positive outcomes for all children.
- 1.5. To provide a non-discriminatory service sensitive to the needs of Croydon's multi-cultural community.
- 1.6. To work within statutory requirements, and Christian Family Concern's policies and procedure, including:
  - Equal Opportunities Policy
  - Health and Safety Legislation
  - Complaints Procedure
  - Open files/recording
  - Safeguarding

## **2. SPECIFIC REQUIREMENTS**

- 2.1. To create a child-focused caring environment where each child's needs, e.g. learning, diet, medication, health, etc, are identified and addressed.
- 2.2. To monitor children's progress and ensure plans and next steps are achievable within the EYFS framework.
- 2.3. To assist room staff in their monitoring and planning of activities to ensure they are in line with the EYFS framework and reflect the children's next steps.
- 2.4. To plan and deliver learning activities across the curriculum to all children in line with the EYFS framework.
- 2.5. To assist in promoting children's learning and development plans that can be followed by other staff members to ensure that all children have access to learning activities at all times.
- 2.6. To deal with and work in partnership with parents for the benefit of their children.
- 2.7. In the Managers' absence to draw up staff rotas and arrange cover of essential duties during staff absence.

- 2.8. To assist the Managers in their financial management responsibilities, e.g. collection of fees from parents and authorisation of limited expenditure from petty cash allowance.
- 2.9. To assist in supervising students on placement.
- 2.10. To ensure that professional standards are maintained at optimum level in the Managers' absence.
- 2.11. To assist in promoting good team work and communication within the nursery staff group.
- 2.12. Other duties as may be necessary.
- 2.13. To report to the Managers on their return.

### **3. SERVICE CONDITIONS**

- 3.1. 40 hours per week worked Monday – Friday on a shift pattern between the hours of 7.30am and 6.30pm.
- 3.2. Some of the contracted hours may be outside normal office hours, e.g. for staff meetings.
- 3.3. 6.6 weeks annual leave, including bank holidays
- 3.4. **Salary circa £22,000 per annum**  
Christian Family Concern reviews rates of pay for all staff, normally on a yearly basis.
- 3.5. Staff are expected to maintain CFC premises as no smoking, alcohol and drug free areas. The expectation is that the ethics, belief system and the personal behaviour of staff must be seen to be compatible with the Christian nature of the organisation.

### **4. REPORTING LINE**

