



**POST Title: Room Leader/s**

**Position: Full Time (Rotating shifts)**

**Salary: £27,000 to £31,000 (depending on experience)**

**Settings: Minik Kardes Ltd**

**Closing date: Thursday 12<sup>th</sup> September 2024 at 5pm**

**Interviews commence week beginning: 16<sup>th</sup> September 2024**

**Minik Kardes Ltd is looking for room leader/s, with a minimum Level 3 qualification in childcare/early years (or equivalent) and above to join our friendly teams. Applicants will have access to training for further development.**

**Main duties and responsibilities:**

- To provide a stimulating and happy environment where children can grow and learn
- To plan and provide a range of educational and developmental opportunities for children aged 0 to 5 years, ensuring that each child's needs are met.
- To foster and develop good relationships with parents and carers; and to ensure that planning for their children is in partnership with them.
- To be committed to maintain records, policies and procedures required for the safe and efficient management of the Early Years Foundation Stage and for ensuring that children are safeguarded, and their needs are met.
- To take on key worker responsibilities including planning assessment and record keeping, providing exciting and stimulating activities based on next steps for children.
- To ensure that any information received concerning the children is kept confidential.
- To help promote understanding of the aims of the centre among the children, their families and the wider community. To support the development of the centre as a community resource.
- To participate in staff meeting, personal and group supervision, staff training and development days and external training as appropriate.
- Use evaluative tools to improve practice and measure impact
- Direct and support staff
- Provide advice and disseminate good practice

**All job offers are subject to the completion of suitable references, health and DBS check**

**Successful candidate will benefit from 25 days annual leave a year (excluding bank holidays), regular supervisions and access to employment assistance programme.**

**Successful candidates will be notified of time and date.**

**Application pack can be requested at:**

**[p.james@minikkardes.org.uk](mailto:p.james@minikkardes.org.uk) (Head of Nursery – Minik Kardes Childrens Centre)**