



## **Role Profile:**

<b>Job Title:</b>	Room Leaders x 2 posts
<b>Accountable to:</b>	Childcare Manager/Deputy Childcare Manager
<b>Responsible for:</b>	Childcare Assistants
<b>Salary:</b>	£16,265 p.a.
<b>Location:</b>	Skainos Square, 239 Newtownards Road, Belfast BT4 1AF
<b>Hours of work:</b>	40 hours per week (5 days per week)
<b>Leave:</b>	32 days including 12 statutory holidays
<b>Pension:</b>	National Employment Savings Trust (NEST)
<b>Health Care:</b>	An employee health care plan is available after completion of a probationary period of six months
<b>Childcare Voucher Scheme:</b>	A childcare voucher scheme is available

Bright Sparks offers a full day care service for 87 children up to the age of 12 years in day care, pre-school and afterschool's settings. Bright Sparks provides an environment where children are happy, stimulated and kept safe and healthy. We aim to ensure children have plenty of opportunities to grow and develop to allow them to reach their full potential.

Due to continued growth Bright Sparks are recruiting for experienced Room Leaders.

## **Main Purpose of Job**

To be responsible for implementing a varied programme of age appropriate activities for children in designated rooms in line with Bright Sparks policies and child centred environment.

## **Main Responsibilities**

- To be responsible for the delivery of best practice in relation to childcare provision.
- Contribute to the development and implementation of policies and procedures to ensure best practice is prioritised.
- Ensure the safety and supervision of children at all times.
- To contribute to the creation, maintenance and improvement of a child centred environment.
- To work closely with the Childcare Manager/Deputy Manager to ensure the smooth running of Bright Sparks Children's Services including management of staff rotation, break and lunch cover.
- To implement suitable Keycarers plans and deliver a developmental programme through play suitable to the age and stage of development for each child.

- To monitor and evaluate the impact of the daily routine in conjunction with Keycarers.
- To foster strong teamwork by maintaining effective communication amongst the room team and throughout the Nursery.
- To ensure that health and safety standards are maintained and to carry out risk assessments as required.
- To ensure Keycarers maintain appropriate administration records ensuring confidentiality at all times.
- To ensure that safeguarding policy and procedures are adhered to.
- To act up when required for the Deputy Childcare Manager as required.
- To identify and support staff development through individual and team assessment.
- To develop good relationships with parents and ensure all Keycarers adhere to the partnership with parent's policy for Bright Sparks Children's Services.
- To participate in supervision, meetings and training as and when required.
- To participate in special seasonal or Centre projects i.e. trips, workshops etc.
- To undertake any other reasonable duties as may be required by the Childcare Manager.

## **Personnel Specification**

### **Essential Criteria**

#### **Qualifications**

- NVQ Level 3 in Childcare or equivalent

#### **Experience**

- One years' experience working/acting up as a Room Leader in a Daycare Setting

#### **Knowledge and Skills**

- Good standard of written and verbal communication skills
- Well-developed organisational skills
- Ability to build positive relationships with parents, colleagues and other professionals
- Excellent observation and record keeping skills
- In-depth knowledge of implementing policies and procedures and relevant play programmes
- Sound knowledge and understanding of child development
- A sound knowledge of current childcare practice
- The ability to lift children and equipment when required
- To be able to use own initiative and to work as part of a team
- Good IT skills

#### **Personal Attributes/Disposition**

- Ability to build relationships and work as part of a team
- A commitment to the ethos of EBM
- Ability to use own initiative
- The ability to work flexibly and to be available to work at times appropriate to the needs of children and for the efficient use of staff resources
- Ability to implement current practice standards
- Good attendance work history
- Full, clean driving licence and use of own transport for picking up and dropping off children as may be required

#### **Desirable criteria**

- Working towards a Level 5 NVQ Diploma in Management for Children's Care Learning and Development
- Experience of working with children with additional needs
- Designated Officer Training
- Child Protection Training
- Paediatric First Aid Certification
- Food Hygiene Certificate
- Play a musical instrument

#### **Additional Notes**

This position gives the post holder access to children and young people and will therefore be required to disclose details of any criminal convictions, including spent, bound-over orders and cautions in accordance with the Access NI Vetting and Barring Scheme and our organisation's Children Protection Policy and Procedure. An AccessNI check will be carried out, and in applying for this position, you are in agreement for the organisation to carry out this necessary check.

East Belfast Mission is an Equal Opportunities Employer



Bright Sparks is a Social Economy project of East Belfast Mission