



JOB DESCRIPTION

JOB TITLE: Out of School Room Leader: Oaklands Out of School

RESPONSIBLE TO: Nursery Manager

RESPONSIBLE FOR: No subordinate staff

PURPOSE OF JOB: To be responsible for the smooth running of a specified wrap around care service

MAIN TASKS AND RESPONSIBILITIES:

- 1. Nursery Duties**
- 2. General Responsibilities**

1. Nursery Duties

- 1.1 Co-ordinate the delivery of a high quality activities and care in line with the EYFS
- 1.2 Provide activities and play opportunities to ensure children's needs and interests are met in line with statutory guidance.
- 1.3 Oversee the completion of age appropriate activity plans for all children within the room, supporting effective partnership working with parents and the school.
- 1.4 Role models and encourages desirable behavior dealing with any issues in a positive way in consultation with the named Behavior Coordinator
- 1.5 Ensures the security of the room and the safeguarding of children
- 1.6 Promotes the good health of children and takes positive steps to prevent the spread of infection and appropriate measures when they are ill or hurt.
- 1.7 Carries out basic First Aid treatment as required.
- 1.8 To attend all staff meetings and external and training and updating as requested by the nursery
- 1.9 To help keep toys and equipment in good condition

2. General Responsibilities

- 2.1 Contributes to the attainment of the College's strategic objectives, as appropriate.
 - 2.2 Complies with all College policies, practices and procedures.
 - 2.3 Takes responsibility for safeguarding and promoting the welfare of children.
 - 2.4 Takes responsibility for personal development, attends conventions, conferences and other similar activities and updating events.
 - 2.5 Participates in and promotes the Staff Development and Appraisal schemes.
 - 2.6 Undertakes such duties as may reasonably be required of you, commensurate with your grade and general level of responsibility at your initial or present place of work, or any other establishment for which the College provides services.
- NB In consultation with you this job description is liable to variation by College Managers to reflect or anticipate changes in the College's requirements.