

# **Glinsk Community Childcare Limited**

## **Room Leader**

### **Duties and Responsibilities**

#### **Specifics:**

To manage the lunch, break and school run cover

To maximise any spare capacity and allocate duties such as upkeep of rooms etc

To be the point of contact for parents/guardians, visitors and to make necessary decisions in the absence of the manager/deputy manager.

To inform the manager of any late pickups of children under new timetable.

### **General Duties and Responsibilities**

- 1 To take the steps necessary to ensure the welfare of the children in the service. To implement a range of child protection policies and procedures in the service under the direction of the Designated Person for child protection in the service.
- 2 To fulfil the duties of line management of staff in conjunction with the Manager or Management Committee. (E.g. manage lunch cover, pickups cover, allocation of duties in the room)
- 3 To implement the curriculum and activities appropriate to the individual and group needs of the children, under the direction of the Manager.
- 4 To help maintain and update children's records, financial records, staff records, and history of events of note such as accidents and injury, illness, visits, and the signing in and out of children, staff and parents.
- 5 To know and implement agreed policies and procedures that guide the service. This includes administering medication in line with our medicine policy.
- 6 To liaise with all parents/guardians of the children who attend the service and ensure good communication on a range of matters, especially child welfare. To liaise with any outside agencies who may be involved with the service in any form under the direction of the Manager.
- 7 To ensure that the Room / your duties are undertaken in line with the Child Care (Pre-school) Regulations 2006, with health and safety legislation as it relates to fire safety, equipment safety, infectious diseases, food regulation and the prevention of bullying and harassment in the workplace. To ensure a positive approach to behaviour management within the service at all times based on the services behaviour management policy.
- 8 To undertake other duties as required from time to time.