



Wellbeing-Empowerment-Employment  
Integrating Ethnic Minority Women in Scotland

### **Childcare- Room Leader Around the Word Nursery**

<b>Job Title</b>	Childcare- Room Leader (* Female)
<b>Job Hours</b>	35h per week Monday, Thursday and Friday between 8am and 1pm and Tuesdays and Wednesdays between 8am and 6pm.
<b>Accountability</b>	Nursery Manager
<b>Salary</b>	£17,157 per year

**Around The World Nursery** is a not for profit, charitable, social enterprise. Our aim is to provide a high quality, affordable, safe, caring and stimulating childcare service to the local community.

You will be working in a fun and caring environment, with the time and space to develop warm and loving relationships with the children in your care.

#### **Purpose of Post:**

Provide valuable play and learning experiences for all children in relation to their needs, abilities and stage of development.

- To support the nurturing of an environment in which children are encouraged in their development and where high standards of care are provided.
- To work in partnership with parent/carers and where necessary offer support and guidance.
- Share responsibility, with the staff team, for the safety, security and wellbeing of all children.

#### **Main Duties:**

- Support the development and operation of a comprehensive programme of appropriate, stimulating and creative play and learning activities suitable to the age range of children, in conjunction with the Manager.

Head Office: 125 McDonald Road, Edinburgh EH7 4NW Tel: 0131 556 9302

St Rollox House, 130 Springburn Road, Glasgow G21 1YL Tel. 0141-552-6540

Email: Edinburgh: [info@saheliya.co.uk](mailto:info@saheliya.co.uk); Glasgow: [admin.glasgow@saheliya.co.uk](mailto:admin.glasgow@saheliya.co.uk) ; Website: [www.saheliya.co.uk](http://www.saheliya.co.uk)

Saheliya is a registered company (SC209861), recognised as a charity (SC020069), and regulated by the Care Inspectorate CS2004080698



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- Prepare children's records and implement reviews for parents/carers, in conjunction with the Manager.
- Assist children to develop responsibility for themselves and their actions and to become positive, competent, confident, independent and co-operative individuals.
- Support childcare staff and contribute to team working.
- Implement all policies and procedures relating to the protection of children, including the recording and reporting of incidents, concerns and health and safety.
- Attend monthly staff meetings.
- Assist with daily routines such as the care, cleanliness, maintenance and security of the childcare environment and all resources within it.
- To take part in any training deemed, or advised as, necessary by the Childcare Manager and actively participate in your own continuous professional development.
- To ensure confidentiality of information received.
- Provide guidance and support to a wide variety of students (i.e. placements and volunteers) engaged within the nursery setting.
- Work with parents/carers of all children to identify and implement how their child's development can be best supported both in the childcare setting and at home.
- To develop and maintain good relationships and communications with parents/carers to facilitate day-to-day caring needs.
- To actively promote and support the safeguarding of children and young people in the workplace, ensuring that all staff and volunteers observe policies and procedures to keep children safe from harm.

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## Person Specification

Essential	Desirable
<p><b>Skills, aptitude, knowledge and experience</b></p> <ul style="list-style-type: none"> <li>• Previous experience of caring for, or working with children aged 0-5 in a voluntary or paid capacity</li> <li>• An understanding of the Early Learning Goals</li> <li>• Knowledge of the National Standards for the regulation of Childcare provision</li> <li>• A commitment to the provision of high quality childcare</li> <li>• A positive approach to learning and gaining new skills through teamwork and training opportunities</li> <li>• Good written and verbal skills for report writing, maintaining child records and providing feedback to parents/carers and colleagues</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in supervising staff, including involvement in induction, supervision, and appraisals</li> <li>• Interest in the care, learning and development of young children</li> <li>• An understanding of the Foundation Stage curriculum</li> </ul>
<p><b>Personal qualities</b></p> <ul style="list-style-type: none"> <li>• Good organisational, record keeping and planning skills</li> <li>• Punctuality</li> <li>• Excellent communication skills, with children, colleagues, advisors and parents/carers.</li> <li>• Patience</li> <li>• Reliability and trustworthiness</li> <li>• A positive approach to inclusive practice, with children and colleagues</li> <li>• Enthusiasm for working with young children</li> </ul>	<ul style="list-style-type: none"> <li>• Flexibility – occasionally working out with normal working hours may be required e.g. to support a parents evening event</li> <li>• Able to work in small teams</li> </ul>
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Completion of a recognised Level 3 Childcare qualification, e.g. SVQ3 in childcare early education etc. or be working towards completion</li> <li>• A positive approach to gaining further qualifications</li> <li>• Understanding of the importance of Health &amp; Safety and Food Hygiene in the workplace</li> </ul>	

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**Deadline for applications: Tuesday 20<sup>th</sup> February 2018 (12noon)**

**Interview Date: Wednesday 28<sup>th</sup> February 2018**

Please email completed applications to: [info@saheliya.co.uk](mailto:info@saheliya.co.uk)  
or post to

Recruitment, Around the World Nursery, 125 McDonald Road, Edinburgh, EH7 4NW.

**CVs will not be accepted**

***\* The Equality Act 2010 (part 1, Schedule 9) applies to the above posts. Applications are therefore restricted to female candidates only. All posts are subject to enhanced checks by Disclosure Scotland.***

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