

Worker Bee Room Supervisor

Job Description



Greenbank
Preparatory School
and Day Nursery

- To implement an exciting new extension to our nursery provision.
- To liaise with the Pre School Manager and Nursery Managers to ensure a smooth transition from Busy Bees Room to Worker Bees Room and then into Pre School.
- To co-ordinate the smooth day to day running of the Worker Bees Room within the Pre School setting.
- To work as part of the team, creating a warm and welcoming atmosphere for all children and parents/carers.
- Be aware of and adhere to all policies and procedures within the Nursery and Pre School.
- To act as key person to the group of children; establish relationships with both child and parents, undertake regular observations to inform the next steps in the child's learning and development, write progress reports annually and communicate these with parents, attend Parents evenings.
- Plan and prepare open ended activities to meet the needs of individual children, inspire curiosity and extend their learning.
- To manage children's behaviour positively.
- Maintain a clean, safe environment for the children and regularly assess the toys and equipment for damage/hazards.
- Attend training courses (in-house and external) to update knowledge on childcare issues relevant to the role e.g. safeguarding, first aid.
- Attend and participate in monthly staff meetings and regular parents' evenings, open mornings and Friends of Greenbank events.
- Participate in personal development reviews/annual appraisal led by the Nursery Managers.
- Bring any issues relating to the care and education of the children to the attention of the Nursery Managers or member of the senior leadership team.
- Maintain high professional standards at all times and act as a role model for children and staff alike.
- Ensure confidentiality is maintained at all times.