



Job Description Area Supervisor

Responsible to: Area Manager
Responsible for: Room Teams

Our Values

Positive Relationships - Holistic Approach. Recognising and respecting the diverse needs of everyone.

Happy - Happy Children Happy Staff Happy Parents

Excellence - Celebrating Individuality Dedicated to Quality Knowledgeable and Professional Practitioners

Environment - Committed to ensuring a sustainable future for our children and the world.

Discovery - Learning through Play Exploration, opportunities and interests Risky Play and Challenge

Job purpose:

Using current relevant legislation and guidance and with guidance from senior management,

- Effectively support, challenge and develop a team of childcare practitioners to deliver high quality, learning and childcare within a safe and stimulating environment.
- Implement an evidence based, relevant and ambitious curriculum.
- Maintain care standards as required by the Early Years Foundation Stage (EYFS) framework and any subsequent legislation or guidance issued by the Government.
- Take responsibility for managing and implementing the Health and Safety Policy within the nursery.
- To be accountable for the implementation of safeguarding principles and policies within the nursery.
- To maintain and uphold centre policies and procedures and ensure these standards and policies are effectively communicated and always followed.
- To develop effective communication with parents and offer advice and support where appropriate.
- To actively participate in senior management meetings as required and to flexibly support the leadership team.
- Carry out such duties as may be reasonably prescribed by the Centre Manager, appropriate to the responsibility of the post.

	Person Specification	ESSENTIAL	DESIRABLE	IDENTIFIED
	Education / Qualification			
PS 1.1	Level 3 Qualification in Childcare / Equivalent	Y		Application
PS 1.2	Relevant Level 4 Qualification / Equivalent		Y	Application
PS 1.3	Minimum keys skills Level 2 in Maths and English	Y		Application
PS 1.4	First Aid		Y	Application
PS 1.5	Basic Food Hygiene Certificate		Y	Application
PS 1.6	Up to date safeguarding training	Y		Application
	Experience			
PS 2.1	Extensive experience of working within the childcare sector	Y		App / Int
PS 2.2	Previous experience leading / supervising team members		Y	App / Int
PS 2.3	Working in partnership with the team, parents, carers and stakeholders and communicate effectively with all levels of staff, students and external organisations / professionals	Y		App / Int
	Special Skills and Knowledge			
PS 3.1	Knowledge of the requirements of the 1989 Children's Act - Every Child Matters and subsequent legislation.	Y		Interview
PS 3.2	Understanding of equal opportunities and diversity in the childcare setting	Y		App / Int
PS 3.3	Knowledge of Health and Safety issues relating to children	Y		Interview
PS 3.4	Ofsted – knowledge of the inspection process and requirements, with the implementation of the EYFS Framework	Y		Interview
PS 3.5	Knowledge in providing, developing and extending day care/play curriculum to children aged between 0 to 5 years	Y		App / Int
PS 3.6		Y		App / Int
PS 3.7	Proven ability to lead and supervise.	Y		App / Int
PS 3.8	To have a working knowledge of 'Safeguarding Children' Working together to safeguard children, safer working practice and KCSIE.	Y		Interview
PS 3.9	Extensive experience and knowledge of additional needs and an awareness of the guidance used to support children in the Early Years		Y	Interview
PS 4.1	Ability to lead and relay information at staff/team meetings, planning sessions, and group / team discussions	Y		Interview
	Personal Qualities / Disposition			
PS 5.1	Display a love of children and an empathy towards managing their care.	Y		Interview

PS 5.2	Willingness to develop self / skills /extend knowledge	Y		Interview
PS 5.3	Ability to work off own initiative	Y		Interview
PS 5.4	Able to instigate, manage and monitor change	Y		Interview
PS 5.5	Be flexible and adaptable in approach to work	Y		Interview
PS.5.6	Ability to follow instruction and direction	Y		Interview

Job Role and Person Specification Reviewed and Agreed on 27th October 2023