

# Sunshine Children's Centre Charity

Safeguarding Families from Watford & Surrounding Areas

## Daycare Room Leader Job Description

Job Title: Daycare Room Leader  
Managed by: Childcare Manager  
Responsible for: Supporting parents attending activities at Sunshine Children's Centre Charity by caring for their children in the on-site crèche & Daycare facilities.  
Hours: 8 hours per day

Sunshine Children's Centre Charity is looking for a Nursery Nurse (minimum level 3). Candidates will work alongside the current staff team to create a happy, fun and stimulating environment where children can develop to their full potential. You will show enthusiasm and willingness to continue to learn and develop, and follow our internal policies / procedures ensuring day to day safety and wellbeing of the children at all times. We are looking for a hard-working, Level 3 practitioner to join our team. Your responsibilities will be to implement the daily routine, to contribute to children's progress and development records and to work in partnership with colleagues and parents. You will ensure a high standard of physical, emotional, social and intellectual education and to implement the EYFS curriculum. To work in partnership with the Manager and Management team within the charity in supporting the Charitable Aims of Sunshine Children's Centre Charity at all times; the children's welfare is paramount and they are safe and happy. For more information on Sunshine Children's Centre Charity please visit our website – [www.sunshinecharity.com](http://www.sunshinecharity.com) - email a cv and request an application form to [admin@sunshinecharity.com](mailto:admin@sunshinecharity.com)

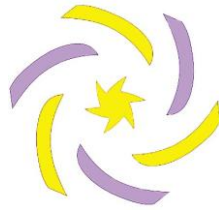
### Purpose of the post

The Daycare Room Leader will support parents, carers, grandparents and friends-carers in the Sunshine Children's Centre Charity area of Watford and surrounding area, particularly among disadvantaged groups and work to meet the objectives of specific projects. They will work with other Daycare workers or Childcare Manager at the charity Head Office at 83 Market Street, Watford. Ensure children's needs are reflected in the planning and delivery of services.

To provide accessible information to ensure parents receive the support they need in order to increase opportunities and strengthen family life, bringing better outcomes for children.

A guidance model of Early Years Childcare Working is in the Surestart Children's Centre Practice Guidance (DFES 2006 section 3) & The Early Years Foundation Stage document (2008).

Sunshine Children's Centre Charity  
Chief Executive Officer: Andrew Waite  
83 Market Street, Watford  
Hertfordshire WD18 0PT  
Tel: 01923 330763  
Charity Registration Number – 1126230  
Email: [ceo@sunshinecharity.com](mailto:ceo@sunshinecharity.com)

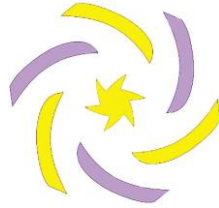


# Sunshine Children's Centre Charity

Safeguarding Families from Watford & Surrounding Areas

## Main Responsibilities for: "Daycare Room Leader"

- Observe and monitor children's play activities.
  - Keep records on individual children, including daily observations and information about activities, meals served, and medications administered.
  - Instruct children in health and personal habits such as eating, resting, and toilet habits.
  - Read to children, and teach them simple painting, drawing, handicrafts, and songs.
  - Organize and participate in recreational activities, such as games.
  - Assist in preparing food for children and serve meals and refreshments to children and regulate rest periods.
  - Organize and store toys and materials to ensure order in activity areas.
  - Sterilize bottles.
  - Dress children and change nappies (intimate care policy applies).
  - Perform housekeeping duties such as checking and tidying the play areas, footpaths and sweeping up before or after activities.
  - Support children's emotional and social development, encouraging understanding of others and positive self-concepts.
  - Sanitize toys and play equipment.
  - Illustrate clear boundaries to children and recommend or initiate other measures to control behaviour, such as caring for own clothing and picking up toys and books.
  - Identify signs of emotional or developmental problems in children and bring them to parents' or guardians' and Designated Senior Person's attention.
- General
- To keep accurate and up to date registers and records of children and activities undertaken using monitoring forms and enter data electronically if needed.
  - To participate in line management meetings and performance management objectives.
  - To undertake all duties with regard to the organizations' Equal Opportunities Policy and procedures.
  - To attend appropriate Sunshine Children's Centre Charity core team meetings or training and other meetings as required as directed by your line manager.
  - In order to deliver a responsive service a degree of flexibility is needed.
  - Saturday working could be necessary at times for Open Days & Team Meetings.
  - Contribute to the OFSTED Self Evaluation Form with the Childcare Manager.
  - Cash handling and taking payments for childcare as necessary.



# Sunshine Children's Centre Charity

Safeguarding Families from Watford & Surrounding Areas

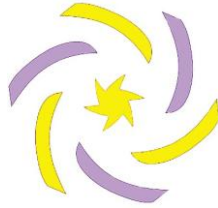
## ▪ Person Specification

### Essential

- Qualified level 3 or studying Children's Workforce Development level 3 or above
- Excellent communication, interpersonal and social skills.
- Experience of working with young children and awareness of child protection issues.
- A willingness to attend group facilitation skills training.
- An ability to empathise with parents/carers of small children.
- A non-judgmental way of working.
- Committed to equal opportunities' principles and practice.
- The ability to hold professional boundaries – retaining sensitivity to the needs of others.
- Ability to work on your initiative and as part of a team.
- Basic computer skills and report writing.
- Available to work flexibly including some weekends
- Willing to undertake an Enhanced CRB check

### Desirable

- Awareness of the Sure Start initiative, Birth to Three Matters (2002 – DFES), Every Child Matters, OFSTED, Early Years Foundation Stage Curriculum, the Disability Discrimination Act (1995 amended 2005) and other appropriate policies.
- Knowledge of child development issues and what can affect a child's development.
- An understanding of the needs of parents, young children and families, ideally through personal experience.
- Some experience of working in a nursery or crèche environment.
- A second language which might reflect the needs of local communities.
- Current First Aid Certificate
- Food Hygiene Certificate



# Sunshine Children's Centre Charity

Safeguarding Families from Watford & Surrounding Areas

## **EQUALITIES**

- Understand and value the diversity of the communities served by Sunshine Children's Centre Charity.
- Ensure that the Centre provides equality of access to opportunities to learn and develop for all children and families.

## **CRIMINAL RECORDS BUREAU**

- This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Criminal Records Bureau is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

## **ADDITIONAL INFORMATION**

- The post is FULL TIME; contracted through Sunshine children's Centre Charity ([www.sunshinecharity.com](http://www.sunshinecharity.com)) Hours of work will be between 8am-6pm. Sunshine Children's Centre Charity conditions of service apply.
- Flexibility in the hours of work will be necessary in order to meet the needs of the service. Additional hours may be required on occasion in negotiation with the Chief Executive Officer. This could include working Saturdays.

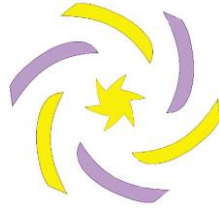
## **ORGANISATION CHART**

- The Childcare Manager has direct line management responsibility.
- Please refer to the developing Organisational Chart
- Sunshine Children's Centre Charity has a clear vision that has been developed through Trustees & partners.

## **SUPERVISION**

- Line Managed by the Childcare Manager
- Accountable to the Chief Executive Officer.

Sunshine Children's Centre Charity  
Chief Executive Officer: Andrew Waite  
83 Market Street, Watford  
Hertfordshire WD18 0PT  
Tel: 01923 330763  
Charity Registration Number – 1126230  
Email: [ceo@sunshinecharity.com](mailto:ceo@sunshinecharity.com)



# Sunshine Children's Centre Charity

Safeguarding Families from Watford & Surrounding Areas

## **WORKING ENVIRONMENT**

- Working with very young children in a variety of settings may require additional cleaning and tidying, especially around your own workspace. Responsibility for keeping the office workspace is everyone's responsibility.

## **Job Details**

Full-time 1 year fixed term (would consider job share)

40 hours per week (on a rota with other room leader)

Term Time between 8am – 6pm (1 hour lunch)

£8.00 per hour, holidays to be agreed with Line Manager (2 weeks during closure Dec/Jan)

Sunshine Children's Centre Charity is a family friendly organisation.

Sunshine Children's Centre Charity  
Chief Executive Officer: Andrew Waite  
83 Market Street, Watford  
Hertfordshire WD18 0PT  
Tel: 01923 330763  
Charity Registration Number – 1126230  
Email: [ceo@sunshinecharity.com](mailto:ceo@sunshinecharity.com)