Windsor Montessori House of Children

4 Datchet Road

Old Windsor

SL4 2RQ

**JOB DESCRIPTION**

**WMHOC is committed to safeguarding and promoting the welfare of children along with their protection and expects all staff and volunteers to share this commitment.**

**Job Title: Nursery Room Leader/Deputy Manager**

**Responsible to :** Head of Nursery

**Salary:** £22,000 - £23,000 per annum

**Hours:** Full Time

**Description:** As the Room Leader, to be able to lead a teamof 4 staff in the upstairs classroom and to plan for each individual child and organise their Key Person.

The role of the Deputy Manager is to support the manager in the day to day running of the nursery/school, when required. Taking responsibility to the smooth running of the nursery, especially the safety of the children in the absence of the head of the nursery, and to be responsible for the school keys in opening and closing the nursery/school

**Essential Criteria:**

**Person specification for Nursery Room Leader**

* Diploma in Montessori 0 – 3 or 3 – 6 years(preferably AMI) or knowledge and experience in working with 0 to 3 year old children
* At least 3 to 5 years experience in an early Years setting working with babies and toddlers
* Deep commitment to the Montessori philosophy.
* Experience in leading a team and running a room
* Knowledge of record keeping and being a Key Worker
* Food Hygiene Certificate
* Paediatric First Aid
* Child Protection Certificate/Designated Person certificate

**Professional Skills**

* To lead the team and support in planning the curriculum and looking at reflective practice
* To achieve and maintain high standards of care and consistent environments for children.
* Ability to communicate confidently with other professionals and parents. a
* To be able to understand and meet the needs of individual children and families.
* To be motivated and able to motivate children and staff.
* The ability to form caring and trusting relationships with children and their families.
* To plan, prepare and review the curriculum with your team reflective of the EYFS.
* To arrange meetings with parents to discuss their child’s development and at least once in 3 months have a parents information evening to explain the Montessori method of learning.
* To ensure professionalism and confidentiality at all times
* Willingness to develop your professional career.
* To be flexible with regard to working hours to meet the needs of the setting.

**Person Specification for Deputy Manager**

* Level 5 or above qualification in Childcare.
* Or Level 3 /4 with at least five years of experience in working with children. At least 3 years in the same setting.
* Experience in leading teams and working alongside the manager in the day to day operations of the setting.
* Giving the highest regard attention to safeguarding children at all times.
* Track record of involvement in Ofsted Inspection.
* Basic Food Hygiene certificate.
* Paediatric First Aid Certificate
* Child Protection Designated Person’s Certificate.
* Fire Safety Certificate.
* Health and Safety Certificate.

**Professional Skills**

* To work alongside nursery manager/ nursery head in achieving outstanding childcare and education.
* Organisational skills with the ability to work to targets and deadlines.
* To lead the team in planning and support in reflective practice.
* To maintain high standards of care and consistent safe environments for children.
* To be flexible with regard to working hours to meet the needs of the setting.
* To be motivated and able to motivate children and staff.
* To have a sound knowledge of the EYFS
* To have a sound knowledge of the Child Protection and Prevent Duty.
* The ability to form a trusting relationships with both children and families
* To ensure professionalism and confidentiality at all times.
* To take responsibility to the management and the safety of the children in the absence of the manager/head of school.

The above role is an opportunity to work for a professional Montessori Childcare establishment, where further professional development and career progression is achievable.

Send a CV and a cover letter to [menik@windsor-montessori.com](mailto:menik@windsor-montessori.com)

An application form will be sent in time for an interview.