



Little Angels Fun Club and Nursery

Job Description Fun Club Co-ordinator

Purpose of Post

1. To work under the direction of the Manager and deputise for her as and when required.
2. To support the aims and objectives of the nursery and assist the manager in the organisation of a high quality establishment for children 0-14 years.
3. To provide high standards of childcare and education - to include the monitoring and reviews of provision, this includes providing a safe, caring environment to enable the emotional, social and educational development of children, through individual attention and group activities.
4. To direct and support staff as agreed by the nursery manager.

Responsible To:

Nursery Manager / Officer in Charge

Duties and Responsibilities

1. To promote the aims and objectives of the Setting.
2. To promote the high standards of the Setting at all times to both parent's staff and visitors.
3. To assist the manager in showing parents around the nursery facilities and sending out information.
4. To ensure the provision of high standards of physical and emotional care.
5. To lead a team of professional workers and to ensure good practices at all times.
6. To assist the manager in setting and implementing objectives and policy for the setting.
7. To assist with the planning and organisation of staffing schedules and holiday rota's to ensure adequate staffing levels are maintained in accordance with Local Authority guidelines and Fun Club & Nursery procedures.
8. To assist with the implementation of administrative procedures involved with:- registration, place allocation, and other related matters.
9. To establish and maintain effective relationships with all feeder schools, in conjunction with the manager.
10. To assist with the preparation and maintenance of materials and equipment.
11. To be responsible for ensuring Health & Safety standards are appropriate for the needs of young children and ensuring staff compliance and awareness.
12. To ensure high standards of hygiene and cleanliness are maintained at all times.
13. To ensure the provision of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development.
14. To assist with staff development and training.
15. To ensure confidentiality of information received.
16. To assist the manager in the supervision of training of students in placement within the Fun Club & Nursery.
17. Liaise with Parents, other family members and staff to help ensure that the particular needs of children are met and that parental choice is considered in terms of care given.

18. To liaise with outside agencies as required.
19. Assist the manager with the efficient up keep of the building and maintenance/stock of equipment, furnishings and fittings.
20. Maintaining staff awareness of fire drill in accordance with the code of practice
21. To attend monthly staff/planning meetings and training sessions outside working hours.
22. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the manager.

Signature_____

Date_____

Signature_____

Date_____