

Bank Room Lead

Job Description and Person Specification

Job Description

Job Title: Bank Room Lead

Reports to: Deputy Nursery Manager / Nursery Manager

Hours: Full time, all year round (40 hours per week)

Location: Kingsley Explorers Nursery

Purpose of the Role

To lead the day-to-day practice, organisation and care within a designated room, ensuring high-quality education, safeguarding and wellbeing for all children. The Lead Practitioner will model excellent early years practice, support the development of practitioners within the room, and ensure compliance with the EYFS and statutory requirements.

Key Responsibilities

Leadership, Safeguarding and Welfare

- Act as the named room lead, ensuring consistently high standards of care, behaviour and safeguarding practice.
- Take delegated safeguarding responsibility within the room and escalate concerns promptly in line with policy.
- Ensure children's welfare, safety, hygiene and emotional wellbeing are prioritised at all times.
- Maintain accurate records, including accidents, incidents, observations and care plans.

Curriculum and Quality of Education

- Lead the planning and delivery of a high-quality EYFS curriculum appropriate to the age range of the room (Babies / 2s / 3–5s).

- Ensure effective observation, assessment and planning using Development Matters and evidence-informed practice.
- Promote inclusive practice and support children with SEND, working with the SENDCo and external professionals where required.
- Lead room-based learning walks, audits and reflective practice to support continuous improvement.

Staff Management and Development

- Support, mentor and role-model good practice for practitioners within the room.
- Contribute to supervisions, appraisals and induction of new staff as delegated.
- Organise room routines, deployment and breaks to ensure statutory ratios and effective practice.
- Promote a positive, professional and collaborative working culture.

Parent Partnership and Communication

- Build strong, respectful relationships with parents and carers.
- Lead day-to-day communication about children's learning, care routines and wellbeing.
- Support parent meetings, transitions and room-based events.

Operational Responsibilities

- Maintain a safe, stimulating and well-resourced learning environment.
- Complete room risk assessments and daily checks.
- Support inspection readiness and compliance activity.

Person Specification

Essential Qualifications and Experience

- Full and relevant Level 3 Early Years qualification.
- Level 2 English and Mathematics.
- Paediatric First Aid (12-hour) and Food Hygiene Level 2 (or willingness to update immediately).

- Minimum of one year's experience as a Room Leader, Senior Practitioner or equivalent.
- Secure knowledge of the EYFS and safeguarding requirements.
- Confident IT user with strong organisational and communication skills.

Desirable

- Level 4/5 Early Years qualification.
- Experience supporting Ofsted inspection or a newly established setting.
- SEND experience or additional training.

Skills and Attributes

- Calm, warm and child-centred leadership approach.
- Highly organised, reflective and professional.
- Commitment to equality, inclusion and continuous improvement.

Safeguarding Statement

This role is subject to enhanced DBS and suitability checks. All staff are expected to share a commitment to safeguarding and promoting the welfare of children.