

Roles and Responsibilities / Positions within Bambinos Mont Nursery

Miss Gaby (Mont Dip)- **Manager / SENCO**

Miss Gaby will be ensuring the continuation of outstanding practise. Ensuring all staffs fulfil roles and responsibilities. Continuing the upkeep of environment, child protection, Health and Safety, statutory frameworks, policies, TFR etc. She will be ensuring the nursery is maintaining high standards throughout. She will spend more time focusing on SEN. Thursdays full day for SEN focus. Miss Gaby will provide support, individual feedbacks to staff when and where necessary. Miss Gaby will prepare paperwork for EEE and ELE funding, Inclusion Funding, check policies and procedures, hold Staff meetings and liaise with Outside agencies. Undertake employment for new individuals and support their probation period.

Miss Sunita (PHD) - **Deputy Manager**

As a Deputy Manager, Miss Sunita will ensure that rooms are maintaining outstanding practise by observations, Peer to peer observations, checking on lesson planning, COHORT, ICONNECT Planning and cover where needed. Miss Sunita will provide individual feedback to staffs to help improve practise when and where necessary. Will support management. Support new enrolments within setting to maintain occupancy.

Miss Sonya (B.A(Hons),Mont Dip, EYP) – **Owner / Assisting Management**

Ensuring current management are meeting expectations and working towards outstanding practise. Will support Gaby and Sunita on a part time basis. Supporting management and overall setting as a whole. Upkeep of finance/ budgets

<p>Miss Ramani (Mont Dip.)</p> <p>Room Leader of CHerubinos</p> <p>Ensuring outstanding practise is continued within CH, Risk Ass carried out, lesson planning and practise is to a high standard.</p>	<p>Miss Jat (Level 3) Key Person</p>
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<p>Miss Amrit (Level 6)</p> <p>Room Leader of Little Bambinos</p> <p>Ensuring outstanding practise is continued within LB, Risk Ass carried out, lesson planning and practise is to a high standard.</p>	<p>Miss Rupal (Level 2) Key Person</p> <p>Miss Raj Assistant</p>
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<p>Room Leader of CArinos</p> <p>Ensuring outstanding practise is continued within CA, Risk Ass carried out, lesson planning and practise is to a high standard.</p>	
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<p>Miss Poulami (Level 2)</p> <p>Room Leader of AMArinos</p> <p>Ensuring outstanding practise is continued within LB, Risk Ass carried out, lesson planning and practise is to a high standard.</p>	<p>Miss Mehreen (Level 2) Key Person</p> <p>Miss Geetangali (Level 2) Key Person</p>
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<p>Miss Hetal (Level 3)</p> <p>Room Leader of ANGelinOs</p> <p>Ensuring outstanding practise is continued within ANG, Risk Ass carried out, lesson planning and practise is to a high standard.</p>	<p>Miss Branca (Level 3) Key Person</p> <p>Miss Shaylna (Level 3) Key Person</p> <p>Miss Amita (Level 2) Key Person</p>
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