

JOB DESCRIPTION



READING BOROUGH COUNCIL	Department/Directorate: DCEESH
Post Reference No:	Location: Caversham Nursery School, Caversham Children's Centre
Job Title: APPRENTICE EARLY YEARS PRACTITIONER	Grade/Salary Range: APPRENTICE RATES

JOB PURPOSE

To work as part of a team to provide quality care and supervision to children aged 0 – 5 years. You will be under the supervision of qualified staff.

To undertake training to develop underpinning knowledge and skills in becoming a qualified early years practitioner NVQ2/3.

DESIGNATION OF POST AND POSITION WITHIN DAYCARE STRUCTURE

Reporting to the Team Leader.
Reporting to your training provider.
Daily liaison with the nursery team and wider children's centre team.

MAIN DUTIES AND RESPONSIBILITIES

1. To maintain a caring and professional attitude towards children, parents and staff.
2. To work closely with the Nursery Team.
3. To maintain confidentiality at all times both in the workplace and college.
4. To supervise the children's play both inside and outside of the Children's Centre.
5. To provide experiences and opportunities for the children in line with EYFS.
6. To maintain and comply with all the relevant standards of health & safety both in college and workplace.
7. To adhere to the council and nursery policies on equal opportunities, diversity and inclusion.
8. To adhere to security measures in the children's centre.
9. To attend training and meetings, some may be out of hours.
10. To assist in meeting all of the children's hygiene needs.
11. To follow nursery hygiene procedures.
12. To assist in the preparation of light meals and snacks.
13. To report hazards or potential incidents to an appropriate member of staff.
14. To undertake light domestic duties
15. To be a key person for up to 3 children with a Level 3 qualified 'buddy' for support.

PERSON SPECIFICATION



Reading Borough Council	Department/Directorate: DESSH Caversham Children's Centre Nursery
Job Title: APPRENTICE EARLY YEARS PRACTITIONER	Post Reference No:

Qualifications/Education/Training:

Working towards NVQ2/3 in childcare and education

As part of the apprenticeship scheme it will be mandatory for the apprentice to undertake training to NVQ level 2 in Early Years Childcare & Education. This is a condition of the programme and the training provider will work closely with the employers to ensure that the candidate is supported through their traineeship scheme.

Training will be provided in the following;

Handling & lifting
Health & safety Level 1
Safeguarding children
Paediatric First Aid

Experience:

To have a genuine interest in children

To have good communication skills both verbally and in writing – you will need to have GCSE level C or above in English and Maths (desired).

Skills and Abilities:

1. To have a caring attitude
2. To communicate effectively with children, parents, staff and the wider children's centre community
3. To be able to work under own initiative
4. To be able to follow direction
5. To be able to follow nursery guidelines and procedures
6. The ability to work hard in a busy environment
7. To be numerate & literate – you will need to have a GCSE level D or above in Maths and English
8. To work towards meeting the requirements for completing the NVQ programme
9. To meet deadlines for example assignments, assessments and nursery targets
10. To have a professional attitude towards the role of an Early Years Practitioner
11. To have excellent attendance and punctuality
12. To have a friendly and cheerful approach
13. To be able to work as part of a team

Specific Working Requirements:

Full time, 37 hours per week, 52 weeks per year

SCOPE OF JOB (Budgetary/Resource control, Impact)

None

SPECIAL/OTHER REQUIREMENTS or RESPONSIBILITIES OF THIS POST

What level of CRB check is required for this post? ENHANCED

Does the post require a Protection of Vulnerable Adults (POVA) check?
NO

Does the post require a Protection of Children Act (POCA) check?
YES

What other security/safer recruitment clearances are required for this post (*excluding standard identity/work permit/education qualification checks*)? - please specify

Is this post 'politically restricted'? NO

Level of Health & Safety Responsibilities applicable to this post - LEVEL 1

As part of apprenticeship scheme it will be mandatory for the apprentice to undertake training to NVQ level 2 in Early Years Childcare & Education. This is a condition of the programme and the training provider will work closely with the employers to ensure that the candidate is supported through their traineeship scheme.