



Job Description

Job Title	Apprentice Nursery Practitioner
Pay scale	Apprentice
Location	Blenheim Primary School
Responsible to	Room Supervisor
Purpose	<ul style="list-style-type: none">• With guidance from the Supervisor/Deputy Manager adhere to all the School policies and procedures.• To assist in the provision of high quality childcare for children placed in the nursery in a way that will meet their physical, social, emotional, intellectual and developmental needs in a non-sexist and non-racist manner.• To support as required other personnel within the nursery.• To assist with the implementation of the daily routine.
Job context	Specific Childcare Tasks <ul style="list-style-type: none">• To help children with feeding, serving meals, changing clothes, toileting and nappies.• Laundry.• Help maintain the hygiene standards at all times.• Provide comfort and support to a poorly child.• To ensure mealtimes are a time of pleasant social sharing and communication.• To report any signs of illness, neglect or apparently non-accidental injury.• Ensure each child is collected in accordance with the collection procedure.• With support and training record accidents on the appropriate form and ensure the senior member of staff has initialled the report before the parent receives it.



Responsibilities

- To contribute to the implementation of appropriate programmes of activity for the children in collaboration with the senior nursery practitioners .
- To have a full understanding of the nursery systems of record keeping and keep full records of activities as appropriate
- To assist in the provision of attractive and stimulating range of equipment, activities and displays, indoors and out, relevant to the ages and needs of the children, which encourages independence, self confidence, self motivation and eagerness to learn in line with the EYFS.
- To become familiar with the national standards, EYFS, ECM and Ofsted guidelines and recommendations of good practice and to assist in their implementation.
- To become aware of all children's needs including educational needs, EAL and Gifted and Talented.
- To have a comprehensive knowledge of all the School and Early Years Centre policies and systems and support the adherence to them.
- To share in the responsibility for safeguarding and promoting the welfare of all children within the nursery.
- To support staff in the meeting and greeting of parents/carers at key drop off and collection times.
- To assist in the daily domestic management of the nursery, including ensuring that the nursery is kept safe, secure and clean at all times. Be prepared to help where needed in the preparation and serving of snack meals, cleaning of equipment, doing laundry etc.
- To respect the confidentiality of the information received.
- To be aware of the high profile of the nursery and to uphold its standards at all times. To work alongside all other staff to ensure the philosophy of the School and Nursery is central to every activity and decision.
- To support the nursery in working in partnership with parents/carers by providing an inclusive welcoming environment.
- To be involved in out of hours activities e.g. training, staff meetings, parents evenings etc.
- Any other duties appropriate to the post and as directed by a senior member of staff.



	<ul style="list-style-type: none">• To be prepared to work towards a nationally recognised qualification and undertake additional training deemed suitable for the fulfilment of the role in the nursery.
General responsibilities	<p>All employees are expected to:</p> <ul style="list-style-type: none">• Undertake any training commensurate with the post.• Show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.• Support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community. <p>The Learning in Harmony Trust reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Trust's business. This job description does not form part of the contract of employment.</p>



Person Specification

Key to selection method: **A = Application**
 I = Interview
 R = Reference

Attributes/Competencies	Essential	Desirable	Evidence
Qualifications and Attainments			
Working towards a recognised level 2 in childcare qualification	x		A/I
First Aid Certificate		x	A
Child Protection Certificate		x	A
Basic Food and Hygiene Certificate		x	A
Professional Experience and Knowledge			
Childcare experience		x	I
Awareness of the EYFS		x	I
Knowledge of the National Standards and Ofsted requirements		x	I
Awareness of process and practices for the monitoring and recording of children's progress		x	I
Awareness of the ECM agenda		x	I
Personal aptitude, qualities and skills			
To the development of an outstanding nursery provision	x		I
Approachable and good communicator	x		I/R
Professional individual able to act as an ambassador for the School and Early Years Centre	x		I/R
Good organisational skills	x		I/R
Flexibility and ability to cope with ever changing demands	x		I/R
Able to see life from a child's perspective	x		I