

JOB DESCRIPTION

Job Title:	Nursery Apprentice
Grade:	Apprentice Scale
Responsible to:	Nursery EYT, EY Phase Leader

KEY ROLE:

The post holder is responsible for

- Gaining the appropriate qualification in childcare through the completion of an apprenticeship programme
- Contributing to a high standard of physical, emotional, social, and intellectual care for children in the nursery
- Implementing the daily routine in the nursery, as specified.

MAIN DUTIES AND RESPONSIBILITIES

- Contribute to the planning and assessment of a programme of activities suitable to the age range of children, in conjunction with other staff
- Maintain a Learning Journey for all key pupils for parents/carers
- Work alongside colleagues and parents/carers of children who have special needs to provide full integration in the nursery
- Uphold standards within the nursery by adhering to all agreed policies and procedures
- Actively promote and support the safeguarding of children and young people in the workplace, ensuring that all nursery safeguarding policies and procedures are observed at all times.
- Attend staff meetings, CPD training sessions and parents' evenings when required
- Complete CPD activities in line with apprenticeship and school requirements
- Be flexible within the working practices of the nursery. Be prepared to help where needed and directed, including the undertaking of certain domestic jobs within the nursery, e.g., preparation of snack meals, cleansing of equipment, storing of resources etc.
- Work alongside the class teacher and the wider staff team to promote the nursery's vision and values
- Comply with all other Health and Safety procedures of the Trust
- Work as part of a team in order to best serve the needs of all nursery children
- Ensure that every child is collected securely, in line with Trust policy
- Respect the confidentiality of all information received/shared at all times

Specific child-care tasks

- With support, prepare and complete activities to suit the child's stage of development
- Ensuring that mealtimes are a time of pleasant social sharing, covering any staff absences for these as/when required

- Washing and changing children, as required
- Providing comfort and nurture to an ill or distressed child
- Ensuring the nursery is a high-quality environment which meet the needs of individual children from differing cultures, religious backgrounds, and stages of development, taking responsibility for an area of provision as specified (e.g., inside/outside provision)
- Being aware of the high profile of the nursery and upholding its standards at all times.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To ensure that all administrative duties, checks, documentation, reports and returns are completed accurately and submitted within required deadlines
- To deal with correspondence promptly and as required
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- To ensure that all duties and services provided are in accordance with the Trust's Equity, Diversity and Inclusion Policy and practices in respect of both employment issues and the delivery of services to the community
- To ensure that all duties and services provided are in accordance with the Trust's Data Protection Policy and practices and report to the DPO any concerns or requests
- To undertake any training commensurate to the post and attend relevant meetings as required by the Trust.

The Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher/Chief Executive Officer to carry out appropriate duties within the context of the job, skills and grade at any site within the Trust.

**Job Role
Person Specification**

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • GSCE grades 4-9 in English and Maths (or equivalent) 	<ul style="list-style-type: none"> • Completion of other recognised courses including Food Hygiene • Paediatric First Aid
Experience	<ul style="list-style-type: none"> • Experience of caring for or working with children • A positive approach to learning and gaining new skills through teamwork and training opportunities 	<ul style="list-style-type: none"> • An understanding of Early Year Foundation Stage/ EYFS framework • Knowledge of the National Standards for the regulation of Childcare Provision
Knowledge and Skills	<ul style="list-style-type: none"> • Good organisational, assessment, record keeping and planning skills • Ability to prioritise work effectively • Excellent communication skills • Ability to work flexibly to meet deadlines and respond to unplanned situations • Ability to work as part of a team 	<ul style="list-style-type: none"> • Flexibility with regard to working patterns/duties
Personal Qualities	<ul style="list-style-type: none"> • Able to maintain confidentiality in all circumstances • Enthusiasm for working with young children and an interest in the care, learning and development of young children • being responsive, empathetic and supportive to all within the nursery/school • Punctual/reliable/trustworthy and maintain good attendance • Patience • Ability to build and form good relationships with colleagues and children • Understand the importance of physical and emotional wellbeing of colleagues and children • Have a sense of humour 	<ul style="list-style-type: none"> • Able to contribute new ideas and ways of working