

## JOB DESCRIPTION

### APPRENTICE

#### Rate of pay

NMW £4.30 per hour for an apprenticeship paid at the end each month

#### Apprentice pay and the National Minimum Wage

(<https://www.gov.uk/become-apprentice/pay-and-conditions>)

- Aged 16 to 18 - (2021) National Minimum Wage rate for an apprentice is £4.30 per hour.
- Aged 19 or over and in your first year - (2021) National Minimum Wage rate for an apprentice is £4.30 per hour.
- Aged 19 or over and have completed your first year - (2021) National Minimum Wage or National Living Wage rate for your age.

#### Hours

Monday to Friday 40 hours varying between 7.30am and 6.00pm

#### Role

Under the supervision and guidance of the managers, senior and their team, support, promote and monitor the development and care of children. To work as a member of the nursery team to ensure that all children attending the setting receive high quality care, are kept safe and receive rich and stimulating play experiences which meet their individual needs.

#### Duties and Responsibilities

1. To work towards and complete a Level 2 or 3 apprenticeship in Early years
2. To work closely with other members of the team in all aspects of caring for the children and establish and maintain positive relationships with the children and their families.
3. To promote the individual development of the children by implementing the standards for learning development and care for children from birth to five.
4. To participate in the implementation of the Early Years Foundation Stage.
5. To participate in the observation and assessment of children and under the direction of team colleagues compile relevant Learning Journals.
6. To assist members of staff in planning activities, taking into account the individual needs of the children and the requirements of Ofsted.
7. To assist in maintaining a high standard of hygiene in the nursery.
8. To work within the Children's Act 1989, the Statutory Framework for the Early Years Foundation Stage and local guidelines.
9. To participate and contribute towards all Ofsted inspections and Local Authority reviews.
10. To participate in reviewing the nursery policies and procedures.
11. To carry out any other duties as reasonably requested by the managers, senior and team leaders.
12. To participate in relevant training and development

13. Comply with all of the nursery policies and procedures.
14. Ensure the principles of the nursery equality policies are encompassed within all aspects of work.
15. Work with managers, seniors and team leaders to identify training needs and actively seek out relevant training and development opportunities.
16. To participate in the supervision process.
17. Be responsible for and committed to promoting and safeguarding the welfare of any children, you may come into contact with during your employment with us.
18. To provide high quality care and early years education for children.
19. Provide high quality care and activities for and children which recognise both individual and group requirements in a secure, safe and stimulating environment
20. Organise activities, both inside and outside the nursery, which encourages creativity, development, co-ordination, independence, self expression, and learning through play
21. Participate in the key person system and be responsible for a group of children. Monitor, assess, record and report on their development and progress using the planning cycle
22. Work in partnership with parents and carers, recognising that parents are their children's first educators, and encourage parental involvement in the nursery
23. Be aware of child protection issues and follow the nurseries child protection policy and procedures
24. Participate in professional development and training, mandatory training such as Safeguarding, First Aid, to be done every three years or when legislation has changed. Welfare requirements, Continuous professional development training you will participate at least once a year which management will identify your area for development.
25. Prepare and serve food, milk, drink and snacks to children, encouraging good nutrition and sociable eating
26. Assist children with personal care, including changing nappies, assisting with potty training and other associated welfare duties.
27. Carry out on-going cleaning of the nursery
28. Carry out health and safety checks as required to ensure the unit is tidy, safe, and clean and secure for children, staff, parents/carers and visitors
29. Set up the environment influencing by your planning to support the needs of your key children. Ensure your key children's files are kept up to date with planning for their individual needs, the environment, observations, photographic evidence
30. Be responsible for your unit, report when resources run low; including nappies, wipes, aprons, gloves, art equipment, perishables etc
31. Participate in free flow systems. This aids children's development in self-assurance, independence, making choices and self-selecting. Ensure that no child is ever left on their own in the unit. Support the children's play as and when required
32. Never leave the unit and put your colleagues at risk of being out of ratio - Unless there is a case of emergency

33. Display exemplary practice at all times
34. Co-operate in the implementation of the health and safety policy and ensure that the nursery's practice and environment meets health and safety standards
35. Undertake other duties appropriate to the grade and character of the work as may reasonably be required

Your duties will be as set out in the above job description but please note that the manager reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes. The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

## JOB SPECIFICATION

### APPRENTICE

Criteria	Essential (E) or Desirable (D) requirements	How Measured: A = Application form I = Interview
Must be signed up to, or prepared to work towards a Level 2 or 3 in Early Years qualification	E	A/I
Ability to achieve Level 2 or above Functional Skills (or equivalent) in English and Maths within a specified timeframe (for the Level 2 apprenticeship)	E	A/I
Ability to achieve Level 3 or above Functional Skills (or equivalent) in English and Maths within a specified timeframe (for the Level 3 apprenticeship)	D	A/I
Evidence of CPD	D	A/I
Paediatric First Aid	D	A/I
Food hygiene	D	A/I
Health and safety	D	A/I
Child protection / safeguarding	D	A/I
Experience of working within a childcare setting	D	A/I
Show a continued commitment to ongoing professional development	E	A/I
Warm and positive approach to children	E	A/I
Outstanding team player	E	A/I
Ability to develop good working relationships with parents and other service providers	E	A/I
Ability to co-operate and adhere to health and safety policy, practices and instructions	E	A/I
Flexibility including the ability to cope with changing needs and demand	E	A/I
Satisfactory references	E	I & Liaising with referees
Eligibility to work in the UK	E	Documents
Evidence of a satisfactory enhanced Disclosure and Barring Service (DBS) check	E	DBS Certification

If you have received no communication by 4 weeks after the closing date, please assume that your application has been unsuccessful on this occasion as letters of rejection will not be sent.