

APPRENTICESHIP IN CHILDCARE JOB DESCRIPTION

Grade: **Training Wage of £173.16 per week (36 hours per week 39 weeks per year)**

- ◆ Government funding applies to applicants aged 17 – 24 years old. Applicants over 24 years old will be subject to nursery budget or self-funding.
 - ◆ Typical length of training opportunity lasts approx. 18 months, this will be reviewed to each individual.
 - ◆ All applicants will be welcome to apply for permanent qualified post if a vacancy occurs at the end of training
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JOB PURPOSE

Under the direction of the qualified nursery staff to assist in providing a high standard of childcare for children aged between 3 months - 8 years within a stimulating and friendly environment, that is physically and emotionally secure.

Children's welfare must be of paramount importance.

To commit to and work towards achieving NVQ qualifications, technical certificate and key skills with the aid of a reputable training agency and the nursery staff.

Key Tasks

- ❖ Assist the team with specific tasks activities relating to the children attending the Nursery.
- ❖ Assist in maintaining, at all times, a high standard of professional conduct and a child centred approach to the care provided.
- ❖ Assisting others with the implementation of a range of activities to ensure that the physical, intellectual, emotional and social needs of each child are properly met.
- ❖ Highlight any concerns over the children to qualified staff.
- ❖ Abide by nursery policies and procedures for record keeping of accidents, medicines, behaviour and other issues.
- ❖ Assist in preparing materials and equipment at the start of each session and clearing away at the end. All toys, equipment rooms and play areas must be kept safe and hygienic at all times and as clean and tidy as is practicable. This will involve damp dusting, minor cleaning and mopping up of spillage, etc, but will exclude major cleaning.
- ❖ To assist staff in ensuring that toys and equipment are properly used, withdrawing immediately or rendering harmless any potentially dangerous items and arranging repair or proper disposal thereafter. Also reporting, immediately to superiors, any repair or maintenance work required to the fabric of the building.
- ❖ Ensuring that staff are kept informed of the physical and emotional security of the children, and that anything about a child that gives cause for concern is reported to the Manager immediately and acted upon accordingly.
- ❖ Assist in comforting sick or injured children, when appropriate.
- ❖ To be responsible for your own health, safety and welfare as well as the users of the Nursery in both normal and emergency situations in accordance with Nursery guidelines. Also being

fully conversant with fire drills and other emergency procedures and taking responsibility for the children under your care.

- ❖ Assist in supervising the children at meal times, and assisting with feeding as necessary.
- ❖ Assisting other staff in attending to the physical needs of the children (aged 3 months to 8 years). Generally fostering their development, independence and self-reliance.
- ❖ Adopting a flexible and teamwork approach to work at all times including providing the necessary cover for other staff in emergency situations, etc, as directed by and within the limits of registration requirements. When necessary staying late with children ensuring that emergency arrangements are made for them to be reunited with their parent/guardian(s).
- ❖ Commit to and work towards achieving NVQ qualifications with the aid of a reputable training agency and nursery staff.
- ❖ You will work 36 hours per week at the nursery and have training on top of this.
- ❖ Applicants aged under 18 years old will be offered a rest period for every four and half hours worked

Special Conditions

To assist in covering opening hours of the Nursery (7:15 am - 6:00pm) as requested. Staff meetings will be held every Wednesday from 5pm to 6pm. Term Tim

Child Protection issues must be dealt with the appropriate training and updated as required.

All staff are required to gain and maintain a current first aid certificate and DBS clearance at enhanced level.

This is an 18-month training contract from start date. A permanent position may be available after training depending on situations vacant at time.

Corporate Responsibilities

1. The above range of duties and responsibilities is not exhaustive; postholders will be expected to perform work of similar level and responsibility when requested to do so.

Signed Dated

Printed

PERSON SPECIFICATION

POST TITLE: Nursery Apprentice

	ESSENTIAL	DESIRABLE	HOW ASSESSED
EDUCATION & TRAINING Childcare related courses First Aid Certificate 2 GCSEs (Grades A-C) or equivalent	 X	 X X	 App/Cert. App/Cert. App/Cert.
EXPERIENCE Some relevant childcare experience		 X	 App/Int.
KNOWLEDGE Basic understanding of Health and Safety	 X		 App/Int.
SKILLS & ABILITIES Team Worker Good listening skills Good observational skills Able to work on own initiative Communication skills: <ul style="list-style-type: none">▪ with children▪ with colleagues	 X X X X X X		 App/Ref/Int. Ref/Int. App/Ref/Int. App/Ref/Int. App/Ref/Int. App/Ref/Int.
OTHER Enthusiasm for the role Personal Development	 X X		 App/Ref/Int. App/Int.

KEY

App - Application

Int. - Interview

Ref - Reference

Cert. - Certificate