



JOB DESCRIPTION

POST:	Nursery Assistant Apprentice
POST NUMBER:	
POSTHOLDER:	Vacant
WORKING HOURS:	37 hours per week for 52 weeks per year
GRADE:	£7193
DATE:	Approx 18 months from start date
PURPOSE OF THE POST:	To work within a team to provide appropriate play opportunities for the children within the setting and to assist with the day to day organisation of the College Childcare facilities and premises whilst undertaking relevant training.
RESPONSIBLE TO:	The Childcare Manager

Main duties and responsibilities:

1. Become aware of and ensure all relevant regulations and criteria within the Early Years Foundation Stage (EYFS) are adhered to at all times. Assist in the provision of a high quality environment that meets the needs of individual children from differing cultures and religious backgrounds and stages of development.
2. Gain an awareness of and adhere to all Nursery policies, health and safety and relevant legislation at all times. Share in the responsibility for safeguarding and promoting the welfare of all children within the nursery, adhering to the College's Safeguarding and Whistleblowing policies.
3. Assist in the organisation, preparation and planning of continuous provision ensuring it is of an appropriate nature relevant to individual needs of participating children. This includes the preparation of various resources, art activities, wall displays and enhanced free play etc in line with the Government guidance and framework. Work within the team to ensure children's personal development records, learning journeys reflect appropriate developmental targets for key children and support written documentation when necessary.
4. Be aware of the high profile of the nursery and uphold its standards at all times.
5. Ensure all volunteers, students and other apprentices who are undertaking any placements within our setting are made to feel welcome, valued, appreciated and fully included in our staff team.
6. Assist with identifying own training and staff development needs, working alongside our own nursery staff and other professionals to gain a relevant and recognised qualification within the fix term contract.
7. Work within a team and assist with day-to-day operational matters, ensuring the nursery is kept safe, secure and clean at all times. Be flexible to work in all areas of Highwood as and when required.
8. Be prepared to assist with the provision of meal/snack preparation, ensuring compliance with relevant regulations and individual dietary needs.
9. Liaise with parents and ensure appropriate communication, encourage their involvement in the aims of the nursery and in all aspects of their children's care.

10. Respect the confidentiality of any information received.

11. Undertake such other duties, commensurate with the grade of the post, which may be reasonably allocated.

The Post holder will:

- Give a high profile to equality of opportunity in all areas of activity, including compliance with the Equal Opportunities policy.
- Aim to provide a safe and secure environment for all our students in compliance with our Child Protection policy.
- Ensure compliance with the Disability Statement, including the need to notify Human Resources of any changes in circumstances.
- Participate in the agreed scheme for staff development, training and appraisal and be committed to continuous personal and professional development.
- Carry out all duties with due regard to Health and Safety Regulations.
- Ensure compliance with the Financial Regulations of the College
- Ensure compliance with the College Computer & Telecommunication Systems regulations, policies and procedures.
- Notify HR of any changes in personal details, e.g. a change of name or address, telephone number, next of kin/emergency contact details, etc.

This job description is current at the date shown but in consultation with the post holder it is liable to variation to reflect or anticipate changes related to the job.

Signature of post holder: _____	Date _____
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PERSON SPECIFICATION

JOB TITLE: NURSERY ASSISTANT APPRENTICE

POST NO:

	ESSENTIAL	DESIRABLE
EDUCATIONAL QUALIFICATIONS/ ATTAINMENTS	Willing to work towards achieving a relevant childcare qualification within an agreed timetable and achieve Functional Skills level 2 in both English and Maths	GCSE C grade or above in English and Maths
EXPERIENCE REQUIRED	Some experience of childcare gained either through paid or voluntary work within a family setting or group care setting.	regular experience either paid or voluntary in a childcare setting
SPECIAL KNOWLEDGE OR TRAINING	Able to demonstrate an understanding of basic childcare and child development An understanding of good practice in relation to equality and diversity	Have a good understanding of child development
ABILITIES, SKILLS & PERSONAL QUALITIES	Enjoyment of being with children aged 3 months – 5 years Good communication skills both written and verbal Caring, patient and friendly nature Enjoy art and craft activities Display initiative and be a good team worker Flexible and punctual approach to working hours and duties Enthusiastic and good humoured Clean and tidy appearance Tidy and well organised approach to working environment	Creative skills Musical skills
RELATIONSHIPS	Able to work effectively in a team environment and form appropriate relationships with children, parents and colleagues Able to work within the Nursery structure to set appropriate limits for children Able to work in a professional and confidential manner	
MOTIVATION	Committed to high standards of work Willing to undertake training and professional development Willing to comply with Nursery policies and procedures	
SPECIAL CIRCUMSTANCES	Be flexible to work within all areas of Highwood facilities.	