

## Job Description

### Apprentice Nursery Practitioner

#### Student Services

#### The Role

The Apprentice will be required to support the nursery team in providing quality day-care for children at Elmwood Nursery and will assist in the implementation of the Early Years Foundation Stage Curriculum whilst undertaking a Level 3 Diploma in the Early Years Education at the College (one evening a week).

During the training period, the Apprentice will be exposed to many areas within the Nursery and will be assigned a mentor who will support the Apprentice through their training period. The individual will contribute to a high quality caring environment for the children in a warm, friendly and stimulating atmosphere in which the children can develop emotionally, socially and educationally through individual attention and group activities.

#### Main Purposes and Responsibilities

**Responsible to:** Nursery Manager

The main activities, duties and responsibilities of the post are set out below. This job description is intended to give a framework rather than to set limits. Further Education Colleges are required to respond to rapid change and a re-evaluation of duties may be called for from time to time, in consultation with the post holder.

The post holder will be required to:

- Undertake and successfully complete the training element of the Apprenticeship Programme as scheduled
- Assist in the day to day work of the Nursery and under supervision, provide high quality childcare for all children attending the nursery in order to meet their personal and emotional needs
- Contribute to ideas regarding implementation of policies and procedures such as Early Years Foundation Stage
- Be aware of and work within all nursery policies and procedures, and implement them when necessary
- Be aware of the need for confidentiality
- Participate in staff team meetings
- Ensure that all nursery equipment is in a safe and hygienic condition

## **General Duties of the Post**

The postholder will assist with or undertake the following:

- Keep up to date with Quality Improvement initiatives and to be aware of, and meet, service standards for the Group.
- Participate in the Professional Development Programme and undertake training as required, including all areas of office technology.
- Propose any ideas that may help to promote and extend the Group's reputation and efficient running of the College.
- Work safely, consider the safety of others and work within the guidelines stated in the Group Health and Safety Policy.
- Be available to assist in enrolment procedures, which may require additional hours including evenings and weekends, for example during the Autumn Term.
- Work flexibly, which may include evenings and weekends.
- Perform other duties as may be required by the Group Principal, Head of College, Head of School/Department or their representatives in order to ensure the efficient functioning of the Group.

This job description and person specification are only an outline of the tasks, responsibilities and outcomes required of the role. The job holder will carry out any other duties as maybe reasonable to support the implementation of the whole school approach and Trailblazer.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the Trailblazer.

## **Additional Information**

This Job Description / Specification is subject to periodic review.

This post will be based at Elmwood Nursery, Carshalton College.

**Annual Salary: £14,402 per annum including London Allowance.**

**Working Hours: 40 hours per week.**

## Person Specification Apprentice Nursery Practitioner Student Services

### Person Specification, Experience and Qualifications

		Essential	Desirable
1	Ideally a GCSE English or maths at grade A-C. However, the College would consider applicants with 1 grade C and 1 grade D in these areas with the expectation that the successful candidate would have to gain an A-C on completion of their course		✓
2	Level 2 NVQ in Childcare and Early Years Education	✓	
3	Ability to work as a team	✓	
4	Ability to work flexibly in order to attending meetings/activities that may be outside of normal working hours	✓	
5	Good communication and interpersonal skills	✓	
6	ICT Level 2 or willing to work towards		✓