



Little Explorers Nursery and Preschool

Nursery address - World's End Pavilion, Janes Lane, Burgess Hill, RH15 0QJ

office@littleexplorersnurseryandpreschool.co.uk

07771 638660

JOB DESCRIPTION - APPRENTICE ASSISTANT

Purpose of Post

- 1 To contribute a high standard of physical, emotional, social and intellectual care for children placed in the Setting;
- 2 To give support to other personnel within the Setting;
- 3 To implement the daily routine in the setting.

Key Areas

- 1 Work with Children;
- 2 Team Work;
- 3 Liaise with Parents/carers if requested.

Responsible to

Manager / Supervisor / Senior Nursery Nurse

Hours of Work

Monday to Friday

0 hour contract. Hours to be agreed with Manager. Please see contract.

Pay

£3.30 per hour

Duties and Responsibilities

- 1 To contribute to a planned programme of activities suitable to the age range of children in conjunction with other staff, according to the EYFS;
- 2 To keep a proper record of achievement file on key children, for parents/carers;
- 3 Work alongside parents/carers of special needs children to provide full integration in the Setting;
- 4 Support all staff and engage in a good staff team;
- 5 Uphold standards within the Setting by adhering to all policies and procedures;
- 6 Strive to safeguard children by working to the organisation's safeguarding Code of Conduct;
- 7 Liaise with and support parents/carers and other family members;
- 6 To attend ALL out of working hours activities, e.g. training, monthly staff meetings, parents/carers evenings summer fayre, Christmas party, etc;
- 7 To be flexible within working practices of Setting. Be prepared to help where needed, including to undertake certain domestic jobs within the Setting, e.g. preparation of snack meals, cleansing of equipment, cleaning the setting etc.;
- 8 Work alongside the manager and staff team to ensure that the philosophy behind the project is fulfilled;
- 9 Recording accidents in as required. Ensure the manager has initialled the report before the parent receives it;
- 10 Look upon the Setting as a "whole" where can your help be most utilised, be constantly aware of the needs of children;

- 11 Ensure child is collected by someone known to Setting;
- 12 To respect the confidentiality of information received;
- 13 To develop your role within the team especially with regard as a key worker;
- 14 Specific Child Care Tasks:
 - The preparation and completion of activities to suit the child's stage of development;
 - To ensure that mealtimes are a time of pleasant social sharing;
 - Washing and changing children as required;
 - Providing comfort and warmth to an ill child;
- 15 To ensure the Setting is of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development;
- 16 To be aware of the high profile of the Setting and to uphold its standards at all times.
- 17 To actively promote and support the safeguarding of children and young people in the workplace, ensuring Setting policies and procedures are observed at all times.

Apprentice / Nursery Assistant - Person Specification:

Essential	Desirable
<p>Skills, aptitude, knowledge and experience</p> <ul style="list-style-type: none"> • Enthusiasm for working with young children • An interest in the care, learning and development of young children • A commitment to the provision of high quality childcare • A positive approach to learning and gaining new skills through teamwork and training opportunities 	<ul style="list-style-type: none"> • Previous experience of caring for, or working with children in a voluntary or paid capacity • An understanding of the Early Years Foundation stage. • Knowledge of the National Standards for the regulation of Childcare provision
<p>Personal qualities</p> <ul style="list-style-type: none"> • Good organisational, record keeping and planning skills • Punctuality • Excellent communication skills, with children, colleagues, advisors and parents/carers. • Patience • Reliability and trustworthiness • A positive approach to inclusive practice, with children and colleagues 	<ul style="list-style-type: none"> • Flexibility - occasionally working hours might be changed, e.g. if the setting hosts a Parent's Evening • Able to work in small teams
<p>Qualifications</p> <ul style="list-style-type: none"> • A positive approach to completing relevant short courses and qualifications • Some understanding of the importance of Health & Safety and Food Hygiene in the workplace • Complete training as requested by training provider - JACE 	<ul style="list-style-type: none"> • Completion of a recognised Level 2 Childcare qualification, e.g. NVQ Level 2 in Children's Care, Learning and Development - or be working towards completion • Health & Safety certificate • First Aid certificate • Completion of other relevant courses

This post requires a DBS check as there may be periods of unsupervised access to children. An Enhanced DBS and satisfactory references would be obtained prior to commencement of employment.