

Job Description

Nursery Practitioner Apprentice

Reporting to: Nursery Manager

Location: Ark Ayrton Primary Academy & Nursery

Salary: Actual Salary - £12,916 TTO (£15,642 FTE)

– £8 per hour in line with apprenticeship rate.

Working Pattern: 36 hours per week TTO to include 6 hours training time per week
(a rota operates between 7.30 am – 5.00 pm)

- Typical length of training opportunity lasts approx. 15 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

Job Purpose

Under the direction of the qualified nursery staff to assist in providing a high standard of childcare for children aged between 2 and 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 Responsibilities

- Work alongside staff with tasks and 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 the set up of the play and learning environment 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. 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 to include your training. Applicants aged under 18 years old will be offered a rest period for every four and half hours worked

Other

- To assist in covering opening hours of the Nursery (7:30 am - 5:00pm) as requested. Staff meetings will be held every Wednesday from 4pm to 5pm. Term Time only.
- 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.
- All staff are required to undertake statutory training.
- This is a 15-month training contract from start date. A permanent position may be available after training depending on situations vacant at time.

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

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Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.

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: ▪ 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