



# Job Description: Modern Apprentice

**Job title:** Modern Apprentice/Trainee

## **Purpose of post**

- To be trained to do the same post as a Nursery Practitioner or Nursery Assistant
- To contribute to a high-quality caring environment for children. This includes creating a warm, friendly and stimulating atmosphere in which the children can develop emotionally, socially and educationally through individual attention and group activities.

## **Key areas**

- To work with children
- To attend all training as set out in your training agreement
- To complete all assignments set on time
- To work as part of the team
- To attend associated training deemed appropriate by the manager in consideration of your individual needs and wishes
- To liaise with mentor and manager.

## **Responsible to**

Mentor/Nursery Manager/Team Leader

## **Duties and responsibilities**

- College attendance/meeting with training provider and completing assignments on time
- To attend team meetings and participate in sharing ideas
- Under supervision provide all aspects of care for children including washing, changing and feeding
- To assist with meeting the personal, social and emotional needs of individual children
- To provide adult interaction with children in the nursery
- To attend all training relevant to the role and deemed appropriate by the manager/training provider
- To be aware of the nursery's confidentiality policy and all other policies the manager deems appropriate
- Team work
- Support all staff and engage in a good staff team
- To attend out of working hours activities, e.g. training, monthly staff meetings, parents evening, fundraising events etc.

## **General**

- Contribute to good standards of safety, hygiene and cleanliness in the nursery



- To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the trainee's supervisor from time-to-time
- The trainee's duties must at all times be carried out in compliance with the nursery's equal opportunities policy
- Look upon the nursery as a "whole". Where can your help be most utilised? Be constantly aware of the needs of children
- To respect the confidentiality of all information received
- To ensure the provision of a high-quality environment to meet the needs of all individual children
- To develop and maintain strong partnerships and communications with parents/carers to facilitate day-to-day caring and early learning needs
- To be aware of the high profile of the nursery and to uphold its standards at all times
- To be aware of all emergency and fire evacuation procedures
- To be aware of sections 7 and 8 of the Health and Safety at Work Act 1974
- To understand that, as part of training, you will be required to move to other parts of the nursery.