

## Apprentice Nursery Practitioner

Emerald Mindset are currently working with a Nursery located in Leytonstone that are looking for x2 Bubbly individuals to join their busy, friendly and dedicated team.

### Main duties

- To assist with the planning of the curriculum using the Early Years Foundation Stage (EYFS) for guidance.
- To help to set up for the daily programme and to help tidy away at the end of the session.
- To act as a key person to a small group of children, liaising closely and building an effective relationship with parents/carers and ensuring each child's needs are recognised and met.
- To work in partnership with parents/carers and other family members.
- To advise the Manager of any concerns, e.g., health and well-being of children, parents or the safety of equipment, preserving confidentiality as necessary.
- To take action to support the setting to achieve and maintain a minimum good Ofsted rating at the next inspection.
- To teach children, offering an appropriate level of support and stimulating play experiences.
- To ensure that children are kept safe and that you understand when to follow child protection procedures.
- To support mealtimes within the setting.
- To actively participate at team meetings, supervision meetings and appraisal meetings.
- To attend training courses as required and to take responsibility for personal development.
- To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of the job. To ensure that adequate records are kept and updated regularly.
- To promote the setting to current parents and potential customers.
- To ensure that adequate records are kept and updated regularly.
- To comply with the requirements of the General Data Protection Regulation.

**To be aware of and adhere to all the setting's policies and procedures including those relating to confidentiality, equality and diversity, health and safety, fire precautions, dropping off and collection of children, food safety, cleanliness of the setting, safeguarding, setting hygiene and whistleblowing. This is not an exhaustive list of the setting's procedures.**

**This job description is not an exhaustive list of duties, and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties.**