

JOB DESCRIPTION – APPRENTICE NURSERY ASSISTANT

Emerald Mindset are currently working with an employer based in Acton that are looking for an Apprentice Nursery Practitioner to join their busy and friendly team. This is a great opportunity to put your foot in the door and kickstart your career!

Purpose of Post

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

Key Areas

- Work with Children;
- Teamwork;
- Liaise with Parents/carers.
- Reliable
- Honest
- Passionate to work with children
- Team player

Responsible to

Manager / Supervisor

Hours of Work

Monday to Friday shift work

Duties and Responsibilities

- To contribute to a planned programme of activities suitable to the age range of children in conjunction with other staff;
- To keep a proper record of achievement file on key children, for parents/carers;
- Work alongside parents/carers of special needs children to provide full integration in the Setting;
- Support all staff and engage in a good staff team.
- Uphold standards within the Setting by adhering to all policies and procedures;
- Strive to safeguard children by working to the organisation's safeguarding Code of Conduct;
- Liaise with and support parents/carers and other family members;
- To attend ALL out of working hours activities, e.g. training, monthly staff meetings, parents/carers evenings summer fayre, Christmas party, etc;
- 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 etc;
- Work alongside the manager and staff team to ensure that the philosophy behind the project is fulfilled;
- Recording accidents in the accident book. Ensure the manager has initialled the report before the parent receives it;
- Look upon the Setting as a "whole" where can your help be most utilised, be constantly aware of the needs of children;
- Ensure child is collected by someone known to Setting;
- To respect the confidentiality of information received;
- To develop your role within the team especially with regard as a key worker;
- Specific Child Care Tasks:

The preparation and completion of activities to suit the child's stage of development;

1. To ensure that mealtimes are a time of pleasant social sharing;
2. Washing and changing children as required;
3. Providing comfort and warmth to an ill child;

- 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;
- To be aware of the high profile of the Setting and to uphold its standards at all times.
- 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.
- To ensure the Nursery is left clean and tidy at the end the day.

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.