



Position: - Apprentice

Job Title:	Apprentice
Hours:	Full & Part-Time Hours
Contract Type:	Permanent Plus Benefits
Salary:	Up to £12k - depending on experience and qualifications
Responsible to:	Teacher/Manager/Head/Deputy Teacher/Director

Job Description:

To deliver a high standard of learning, development and care for children aged birth to primary school range.
 To ensure that the setting is a safe environment for children, staff and others.
 To developing partnerships with parents/carers to increase involvement in their child's individual development.
 To be responsible for any tasks delegated by your line manager.
 To complete all academic aspects of the apprenticeship to gain your theory and practical tasks to complete your qualification.

General Main Duties and Responsibilities:

- To provide a safe, caring, stimulating educational environment, both indoors and outdoors, at all times.
- To deliver an appropriate national curriculum that enables children to make individual progress.
- To help ensure the preschool nursery meets OFSTED requirements at all times.
- To understand and work to the organisations policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies
- To plan activities which ensure each child is working towards the early learning outcomes.
- To be a key person if/when requested by your line manager.
To ensure records are properly maintained, e.g. daily attendance register, accident and incident book, risk assessments.
- To liaise closely with parents/carers, informing them about the nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
- To work in partnership with senior management to update and review the self-evaluation and improvement plan.
- To undertake any other reasonable duties as directed, in accordance with the organisations aims and objectives
- Providing a safe, secure and stimulating environment for the session/workshops to take place.

Apprentice – Personal Specification:

	Essential:	Desirable:
Qualification:	<ul style="list-style-type: none"> • An interest in care and education sector. • GCSEs in English and Math grades A*/9 – C/4, O/A levels or equivalent. • Willingness to receive further training. • Ability to deliver messages clearly and accurately • Ability to communicate effectively with pupils and colleagues • Organisation and time management skills • Some understanding of safeguarding training and knowledge 	<ul style="list-style-type: none"> • Pediatric/First Aid • Food hygiene Certificate • Experience of working within the education sector
Skills, Knowledge, Aptitude & Experience:	<ul style="list-style-type: none"> • Empathy and understanding of children’s learning and development. • Excellent verbal and communication skills with children and parents. • Ability to write observations and keep clear and accurate records. • Excellent organisational skills • Administrative and basic IT skills • Calm and caring nature • Ability to work individually and as part of a team. • Ability to use initiative with an open nature • Ability to be calm whilst working under pressure. • Emotional resilience and self awareness • Flexible, prepared to assist colleagues to meet deadlines and changing priorities. • Good organisational skills • Ability to present information in a logical, clear and concise format • Excellent observation skills • Excellent communication skills: fluent in written and spoken English • Positive communication and listening skills • Patience, tolerance and sensitivity • A mature and non-judgemental outlook • Enthusiasm 	

Physical:	<ul style="list-style-type: none"> • Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995 	
Personal Qualities:	<ul style="list-style-type: none"> • Good interpersonal relationships, working co-operatively with others and making an effective contribution to high morale • Motivated when working autonomously within set boundaries • Willingness to be flexible • Remains calm, focused and professional under pressure • Ability to plan time and organise work effectively • An excellent attendance and punctuality record 	<ul style="list-style-type: none"> • Knowledge and commitment to equal opportunities issues • Commitment to inclusion • Brings personal interests and enthusiasm to the school community

The setting is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. A full-enhanced Disclosure & Barring Service (DBS) and a pre employment health check will be obtained prior employment including satisfactory references checks.

You may contact us at:

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