

**Job Description for Apprentice Early Years Practitioner**

**Job Description One Year Temporary Post**

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| Job Title: | Early Years Practitioner  Nursery Nurse | School: | Ernesford Grange Primary Little Owls Pre-School |

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| Grade: | Grade 1 | Salary: | Point 1 |

**Reports to:** Pre-school Manager

**Main Responsibilities:**

To deliver a high standard of learning, development and care for children aged 0-5 years.

To ensure that the preschool nursery is a safe environment for children, staff, and others.

To develop partnerships with parents/ carers to increase involvement in their child’s development.

To be responsible for any tasks delegated by the Deputy Nursery Manager/Nursery Manager.

To complete all academic aspects of the apprenticeship.

**Main Activities:**

* To provide a safe, caring, stimulating educational environment, both indoors and outdoors at all times.
* To deliver an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress.
* To help ensure the preschool nursery always meets Ofsted requirements.
* To understand and work to preschool nursery 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.
* 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 preschool aims and objectives.

**Person Specification for Apprentice early Years Practitioner**

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| **Factors** | **Essential Criteria** | **Desirable Criteria** |
| Education &  Qualifications | To be qualified to start a level 2 or 3 qualification in children and Young Peoples Workforce or equivalent **– essential**.  To hold or be able to achieve English and mathematics GCSEs at level c or above – **essential**.  Other relevant training and experience in education and schools e.g. safeguarding – **desirable**. | Food Hygiene Certificate  Paediatric First Aid |
| Experience/ Knowledge | Working knowledge of early years foundation stage and current Ofsted statutory guidance.  Knowledge of implementing good quality learning opportunities. | Recent experience working in a preschool/ Nursery setting |
| Skills & Attributes | Empathy and understanding of children under five.  Excellent verbal and communication skills with children and parents.  Ability to write reports and keep clear and accurate records.  Excellent organizational skills.  Administrative and basic IT skills.  Calm and caring.  Ability to work as part of a team.  Able to work on own initiative. |  |
| Personal Qualities | Reliable, enthusiastic, and flexible.  A commitment to quality in all areas, with a high level of motivation.  Able to perform and enthusiastic.  A creative thinker.  A good sense of humour. |  |