

APPRENTICE

JOB DESCRIPTION – THE WHITE HOUSE NURSERY
REPORTS TO: SENIOR NURSERY PRACTITIONER, DEPUTY MANAGER
AND NURSERY MANAGER
WORKING HOURS: 40 HOURS PER WEEK
LAST UPDATED: AUGUST 2023



JOB PURPOSE

The role of an apprentice nursery practitioner is to be responsible for a designated group of key children, and to assist experienced staff in all aspects of childcare within the room you are working in. As an apprentice, your role is to assist experienced staff, engage in children's activities and learn about child development and safety. Through training and experience, an apprentice become skilled caregivers and educators for young children.

KEY RESPONSIBILITIES

- To develop a thorough knowledge of all the company's operational policies and procedures; ensuring that they are always followed and respected.
- To understand children's development, their needs and the provision of positive play.
- To demonstrate a genuine care for children.
- To care for and supervise the group of children assigned to them, completing documentation when confident on Nursery In A Box software.
- To complete all work set by the training provider in the time scales set.
- To take an interest in the children and their families, to treat them as individuals with the utmost respect.
- To ensure that all information pertaining to the White House Nursery, its operation, children, staff and parents remains confidential.
- To assist in the keeping of accident, incident and risk assessment records as appropriate
- To work as part of that team and contribute positively to the staff team. To provide a role model of good practice to other members of staff.
- To go about your duties with a positive and enthusiastic attitude - to be organised, efficient, confident, hardworking and conscientious.
- To understand and implement the nurseries Safeguarding policies and procedures.
- To assist in providing a safe, supportive and caring environment for young children in the care at the White House Nursery to ensure that all aspects of each individual child's Development are given full consideration.
- To ensure that clean and hygienic standards are always maintained. This includes daily cleaning rotas, nappy changing and other nursery/housekeeping duties
- To maintain and always follow all Health and Safety policies and procedures.
- To develop a thorough knowledge of all of the company's operational policies and procedures; ensuring that they are followed and respected at all times.

- To be fully up to date with the requirements of the “Early Years Foundation Stage” and ensure that your practice meets and aims to exceed the requirements.
- To be proactive in the process of activity planning, child observation and development records on a regular basis and as requested by your supervisor and Nursery Management.
- To follow all routines, duties, timetables, rotas, record keeping activities and any other reasonable duty as requested by your supervisor or Nursery Management.
- To ensure that communication with children, parents and the staff team is polite, welcoming and courteous at all times.
- To share relevant information and ensure that information passed between parents and staff is communicated to your supervisor/Nursery Manager as appropriate.
- To be an effective key person to those children assigned to you and to take on other assigned responsibilities, as requested and advised by your supervisor in line with knowledge and experience.
- To maintain confidentiality about all issues related to children and their families; you’re own and other staff members issues and any other management or operational issues.
- Involvement and enrolment in company training courses to be undertaken and completed which may, at various times, be outside normal working hours.
- To be involved in developing and delivering a stimulating and creative environment within the group.
- To familiarise yourself with the nursery policies, procedures and ethos, and implement them.
- To provide staff cover within the nursery group periodically, as requested by the Management team, which could include working at another site.
- To attend all mandatory training sessions and workshops (as advised by your manager).
- To attend staff meetings, professional development training and any other events as requested by your Nursery Manager.
- To carry out any other reasonable additional duties as requested by your supervisor and/or Nursery Manager from time to time.
- To take responsibility for continued professional development by attending courses (in-house and external), receiving constructive feedback and reading relevant material.
- To follow Behaviour Management policy and seek advice and support from our Behaviour Management co-ordinator.
- To provide activities for all children, making adaptations where necessary to be inclusive of all children, particularly where Special Education Needs need supporting.
- To develop a good understanding of Ofsted’s British Values, using our policy to implement this in the nurseries.

QUALIFICATIONS AND SKILLS

- You must be passionate, energetic, nurturing and committed to your role.
- Applicants must have good knowledge of the EYFS and safeguarding guidelines, and the ability to develop excellent parent and carer partnerships.
- The minimum qualification required is 3 GCSEs grade 4 or above.

The duties outlined in this job description are not exhaustive, and the Nursery Practitioner may be required to undertake additional responsibilities as needed, as long as they align with the general character of the role.