

JOB DESCRIPTION

Job Title:	Nursery Apprentice
Responsible to:	Directly: Nursery Manager Indirectly: Deputy Nursery Manager
Responsible for:	Directly: None Indirectly: None
Based at:	YMCA Shirley Day Nursery

Job Context

Working as part of the Nursery team to provide supervision of young children whilst aiding their development socially, physically and emotionally. Building on individual knowledge of all aspects of nursery care and of the Early Years Foundation Stage Framework whilst completing a Level 3 in an Early Years Practitioner Apprenticeship.

Job Purpose

1. To work as part of the Nursery team, providing supervision and support for children with the direction and guidance of the Nursery Manager / Deputy Nursery manager. Duties to include but not limited to:

- a. To be responsible for your own workload whilst training and ensure you are actively supporting the staff team in providing a warm, caring and stimulating environment for the children.
- b. Support, plan and deliver a programme of activities suitable to the age range and ability of children in your area, in conjunction with other staff.
- c. Be responsible for providing activities and learning experiences that will help every child learn and develop.
- d. Support all staff and contribute to a positive working environment.
- e. Support Nursery Practitioners with Key Worker duties.
- f. When required, work in partnership with parents, external agencies and all internal colleagues to ensure every child is given full support.
- g. To undertake relevant statutory training either in work time or outside of work time to ensure the nursery meets all regulatory standards.
- h. Look upon the Nursery as a "whole" where can your help be most utilised, be constantly aware of the needs of children.
- i. Ensure your knowledge and understanding of OFSTED standards and the EYFS Curriculum is up to date and that this is evident in your practice at all times.
- j. Create an enabling environment where all children can reach their potential through a 'child centred' approach.
- k. Ensure the provision of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development.

- l. To be flexible within working practices of Nursery. Be prepared to help where needed, including to undertake certain domestic jobs within Nursery, e.g. preparation of snack meals, cleaning, cleansing of equipment etc.
 - m. To be involved in out of working hours' activities, e.g. training, monthly staff meetings, Summer fayre, Christmas party etc.
- 2. To have an understanding of all Ofsted requirements and nursery policies and procedures, to follow and abide by them. Duties to include, but not limited to:
 - a. To have full knowledge and understanding of all nursery policies and procedures, and to follow and abide by them.
 - b. Ensure the safeguarding of all children is paramount and nursery policies and procedures are understood and followed.
 - c. To ensure the Health and Safety policy is implemented within all activities, to carry out risk assessments and hazard reporting in line with the health and safety policy and procedure.
 - d. Work alongside the manager and staff team to ensure that the ethos of the nursery is followed.
- 3. Ensuring all relevant paperwork is completed in a timely manner and maintained appropriately. Duties to include but not limited to:
 - a. To complete all academic aspects of the apprenticeship.
 - b. To ensure records are properly maintained, e.g. daily attendance register, accident and incident book, risk assessments.
 - c. To respect the confidentiality of information received.
- 4. To carry out any other reasonable duties within the post holder's capability, as directed by the Nursery Manager and Head of Early Years.

YMCA enables people to develop their full potential in mind, body and spirit. Inspired by and faithful to, our Christian Values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

General Obligations

- 1. To support and work within the Christian aims and purposes of the YMCA, and in accordance with its ethos and values.
- 2. To promote a caring, helpful and unbiased attitude towards all service users, residents and other members of the general public and to maintain an impeccable standard of honesty and professionalism in all such dealings.
- 3. To carry out all duties in accordance with the YMCA's Health and Safety, Equal Opportunities and all other policies and procedures.
- 4. To promote the activities of the YMCA in a positive and conducive way to all staff, service users, residents, other organisations and general public.

5. To develop good working relationships within the YMCA, across all departments and centres.
6. To help establish an inclusive culture in all provision; where all are welcome and supported to participate, and where respect, honesty and trust enable young people to thrive.
7. To ensure full compliance across all services with the associations safeguarding standards. Ensuring that all services operate within the procedures for the relevant Local Safeguarding Board and the associations own policies and procedures.

At all times to act in accordance with the ethos and values of the association and the general standards expected of all employees of YMCA Heart of England, including

- a) To respect and promote the association's Christian ethos and uphold its values, namely:
 - **Inspire:** We inspire people to be the best they can be through their experience and interaction with us.
 - **Believe:** Our faith means that we believe in people's potential and have confidence for a positive future.
 - **Excellence:** We seek excellence and deliver quality services by setting high standards and going the extra mile.
 - **Compassion:** We serve others with compassion and kindness in order to transform lives and communities.
 - **Integrity:** Our ethos supports us to challenge ourselves and others to do the right thing at all times.
- b) To promote a caring, helpful and unbiased attitude towards all employees, service users, trustees and members of the general public, and to maintain an impeccable standard of honesty and professionalism in all such dealings;
- c) To uphold at all times the principles of equality and diversity and to report any discriminatory or abusive behaviour to your line manager (or if necessary, Senior Management) so that appropriate action can be taken
- d) To adhere to YMCA Heart of England's Health & Safety, Equal Opportunities and all other policies and procedures, and to contribute as required to their review and development
- e) To carry out any other duties not detailed in this Job Description, but in line with the overall purpose of the role, as directed by your line manager
- f) To promote the activities of YMCA Heart of England in a positive way to all staff, service users, other organisations and the general public.

Person Specification – Nursery Apprentice- Level 3

Criteria	Essential	Desirable
Alignment with Ethos and Values		
Good understanding of, and genuine respect for, the ethos and values of YMCA Heart of England.	X	
A wholehearted commitment to working and conducting self in accordance with the ethos and values of YMCA Heart of England.	X	
Good understanding of, and commitment to, the principles of equality and diversity.	X	
Skills		
Able to form excellent relationships with children	X	
Able to communicate well and to establish firm and consistent boundaries	X	
Able to implement a range of activities suited to the age range and ability of the child, in conjunction with the Nursery Manager and other staff members	X	
Able to form good working relationships with other team members	X	
Able to enhance children's learning and development	X	
Knowledge		
Knowledge of EYFS Curriculum requirements		X
PC Literate	X	
Knowledge of OFSTED standards		X
Experience		
Experience of support work in an EYFS setting		X
Experience of working to OFSTED Standards		X
Qualifications		
A good level of general education, to at least GCSE level in English and Maths, or equivalent	X	
First Aid Training		X