



Job Title: Apprentice Nursery Educator

Function: Early Years & Childcare

Salary: Up to £4.40 per hour

Qualification: Studying towards level 3 in Childcare

Reports to: Nursery Manager and Deputy Manager

Purpose of Job

- Plan, prepare and implement play experiences that develop children's learning and development, in line with the Early Years Foundation Stage, Ofsted requirements and ensuring high quality childcare.
- To act as a key person to safeguard and develop the learning experiences of children and communicate this with parents.
- To support the manager and company to ensure compliance with regulators whilst being part of a professional team.

Major duties and responsibilities

1. To assist the manager and deputy manager in the day-to-day operation of the nursery, to ensure that company policies and procedures, legislation relating to the nursery's registration, safeguarding procedures and Health and Safety are adhered to at all times.
2. To observe children and plan rich and stimulating play and learning experiences which promote children's learning and development towards the Early Learning Goals of the Early Years Foundation Stage. (Also support other staff in doing the same),
3. To build and maintain strong partnerships with parents and carers, and to assist them in supporting their child's learning at home.
4. To promote children's safety and welfare at all times, and liaise with appropriate agencies if any concerns arise.
5. To be a key person to a group of children in the nursery and support them to develop strong bonds with others, in order to promote their emotional well-being.
6. Observe and assess children's learning and development towards the Early Learning Goals, and share this information with parents.
7. To maintain accurate records of children's learning and development, ensuring that these records are presented to a high standard.
8. To maintain confidentiality at all times and abide by the nursery's policies and procedures.
9. To liaise with other professionals, as necessary. This includes to support children with special educational needs, those who speak English as an additional language, and any other children with additional needs.
10. To work creatively with the children encouraging them to express their views and lead their own learning.
11. To ensure that the nursery's security and safety regulations are implemented by all users, children, parents and staff.
12. Work constructively and professionally with colleagues, ensuring clear and open communication with the staff team.



To attend regular staff meetings and training to develop skills and knowledge

13. Advise the management of any actual or potential problem relating to the safety or care of the children.

14. To assist in the promotional activity and marketing of the nursery.

15. To contribute to the preparation of nutritional snacks for the children; ensure that snack times are a time of pleasant social sharing and orderly. Also, ensuring that medical, allergy and dietary lists are out on tables daily.

16. Uphold the high standards of the nursery at all times.

17. Undertake working practices of the nursery – including undertaking certain domestic jobs, e.g. preparation of snack or meals, cleaning of equipment and environment, etc.

18. To be involved in out-of-working hours activities, e.g. training, staff meetings, summer fare and Christmas party.

19. To participate on training and development programs both externally and internally, and share information gained at the external training events with colleagues and promote development of the staff team.

20. To undertake such duties as may become necessary to ensure the successful running of the nursery.

21. Take responsibility for continuing self-development and participate in training and development activities.

22. Building relationships with all parents and children.

23. Ensure that the resources stay orderly and replace

24. Where appropriate, to take specific responsibility for identified children with specific needs.

25. To attend, lead and participate in team meetings organised by the management team.

26. To assist the management team in maintaining appropriate records as directed including:

27. Ensure that any concerns regarding staff, the business, children and parents is communicated to the deputy or nursery manager

-maintaining accurate attendance records.

-maintaining accurate records of accidents and/or incidents.

-maintaining accurate records of complaints.

-maintaining accurate records of activities undertaken by the nursery.

-any other records of administration which may be required.