

JOB DESCRIPTION

Position: Nursery Apprentice

Responsible to: Senior Nursery Nurse, Deputy, Management

Purpose of Job:

Apprentices are expected to help the staff team with the day to day running of the Nursery to maintain a happy and safe environment. The apprentice is expected to remain loyal to the Company and report any concerns to their Senior Nursery Officer. Apprentices must be enrolled on a training course for the duration of their employment. Each apprentice will be nominated a mentor who will support them through their training. Apprentices will be expected to spend at least one term with each age range and follow the direction of their Senior, Student mentor and Management.

Duties

Parents/Carers

- To help staff in the settling in of new children.
- Report any concerns to the Senior Nursery Officer or Student mentor.
- Establish and maintain good relationships with Parents/Carers.
- Always refer any questions you are unsure about to the Senior Nursery Nurse.

Children's wellbeing

- Be welcoming to all the children and their Parent/Carers
- Be aware of Safeguarding policies/ procedures.
- Report any concerns involving children, parents or staff to the Senior Nursery Officer or Safeguarding lead.
- Adhere to all policies and procedures and complete our in-house training programme.
- Assist in providing a caring and stimulating learning environment.
- Use skills of observation to assess the children. Key children will be assigned once the Senior Nursery Nurse or Student Mentor feels you are ready.
- Help to ensure the nursery always meets Ofsted requirements.

Staff

- Work as part of the team to develop good, strong and loyal working partnerships.
- Help the Senior Nursery Nurse maintain high educational standards and good housekeeping
- Assist in ensuring all records are properly maintained, e.g. daily charts and attendance register.
- Work closely with your apprentice Mentor and strive to achieve targets set.
- Cover in case of absence.

Desirable Criteria

- Experience of babysitting/ looking after children.
- Basic Safeguarding knowledge, or a willingness to learn.
- Paediatric first aid training, or a willingness to complete training.
- Food hygiene qualification, or a willingness to learn.
- High personal hygiene standards.
- A pleasant, calm manner.

Other duties

As required by Management in connection with the smooth running of the Nursery.

Giggles Nursery | Gipton

525 Oakwood Lane,
Leeds LS9 6QY

T 0113 249 6760

E info@gigglesdaynursery.org

Giggles Nursery | Bramley

215 Upper Town Street,
Bramley, Leeds LS13 3JL

T 0113 300 8147

E bramley@gigglesdaynursery.org

Giggles Nursery | Morley

2C Bank Avenue, Morley,
Leeds LS27 9JD

T 0113 216 2539

E morley@gigglesdaynursery.org



Person Specification		
Factors	Essential Criteria	Desirable Criteria
Education & Qualifications	<p>GCSE maths and English pass- Apprenticeship scheme can support with this.</p> <p>Some form of experience of working with children. Placement within an Early years setting or working within a school.</p>	<p>Safeguarding knowledge por training.</p> <p>Work experience within a nursery setting.</p>
Experience / Knowledge	<p>Some form of experience of working with children. Placement within an Early years setting or working within a school.</p>	<p>Experience of working with the age range in some capacity.</p>
Skills & Attributes	<p>Empathy and understanding of children under five.</p> <p>Excellent verbal and communication skills with children and adults.</p> <p>Excellent organisational skills.</p> <p>Administrative and IT skills.</p> <p>Calm and caring nature.</p> <p>Ability to work as part of a team.</p> <p>Able to work on own initiative.</p>	
Personal Qualities	<p>Reliable, enthusiastic, and flexible</p> <p>A commitment to high quality in all areas, with a high level of motivation and enthusiasm.</p> <p>Able to perform under stress.</p> <p>A creative thinker</p> <p>A good sense of humour</p>	

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