

Job Title:	Apprentice – Early Years Educator Level 2 or Level 3	Job Ref:	
Department:	Children’s Services	Section:	The Ambleside Centre, Wokingham Borough Council
Reports To:	Head Teacher	Location:	
Grade:	National Apprentice rates	Salary:	National Apprentice rates
Employment Status: Fixed term – Level 2 – max 20 months Level 3 – max 22 months			
Hours of Work: 37 hours per week all year – 4 days in nursery, 1 day in College/studying at home			
Job Purpose: To contribute to the care, education and support for families using the centre			
Departmental/Team Purpose: This describes in one sentence the overall purpose of department/team – ie: main function, why it exists. To provide a seamless education, care and support service for families with young children and for practitioners who work with them			
Organisation Chart: Show the structure two levels above and two levels below in the Division or Section <div style="text-align: center;"> Head Teacher Pastures Team Leader Meadows Team Leader Early Years Practitioners </div>			
Summary of Main Contacts. Children Parents/carers Other staff Other professionals Visitors			

Main Tasks/Accountabilities	Approx% of working time spent
<ul style="list-style-type: none"> • To work within the centre's aims and policies 	
<ul style="list-style-type: none"> • To be concerned with children's well being at all times 	
<ul style="list-style-type: none"> • To interact with children, following the centre's agreed methods. 	
<ul style="list-style-type: none"> • To observe health and safety regulations at all times 	
<ul style="list-style-type: none"> • To maintain confidentiality at all times 	
<ul style="list-style-type: none"> • To assist with routines as directed by nursery staff 	
<ul style="list-style-type: none"> • To attend and participate in college training sessions 	
<ul style="list-style-type: none"> • To undertake activities, assignments as required for apprenticeship child care qualification 	
<ul style="list-style-type: none"> • To work as a willing member of the staff team, accepting guidance as appropriate 	
<ul style="list-style-type: none"> • To communicate with staff, children and parent/carers 	
<ul style="list-style-type: none"> • Any other duties that reasonably fall within the post which may be allocated after consultation with the postholder 	

PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

<p>Knowledge/Qualifications: (including professional body qualifications, QCFs etc and Training)</p> <p>GCSE Maths grade C or above English grade C or above</p>
<p>Skills/Abilities:</p> <p>Clear communication skills</p> <p>Good practical skills</p> <p>Able to maintain confidentiality</p> <p>Sociable</p>
<p>Experience:</p> <p>e.g Babysitting, time spent in company of babies/young children</p>
<p>Personal Qualities: or character relevant to the job such as ability to work as part of a team, a caring attitude, a good listener, a sense of responsibility, a positive attitude etc.</p> <p>Committed</p> <p>Enthusiastic</p> <p>Confident</p> <p>Sense of responsibility</p>