



WOKINGHAM BOROUGH COUNCIL JOB DESCRIPTION

Job Title:	Apprentice - Early Years level 2 or level 3	Job Ref:	
School:	The Ambleside Centre	Salary:	National Apprentice Rates
Reports To:	Headteacher		
Grade:	National Apprentice Rates		
Employment Status: Fixed Term: Level 2 – max 20 months Level 3 – max 22 months			
Hours of Work: 37hours per week all year: 4 days in nursery, 1 day in college			
Job Purpose To contribute to the care, education and support of children within the nurseries.			
Organisation Chart: <div style="text-align: center;"><pre>graph TD; A[Headteacher] --> B[Senior Leadership Team]; B --> C[Early Years Practitioners]; C --> D[Apprentices]</pre></div>			

Summary of Main Contacts

Children
Parents/carers
Other staff
Other professionals
Visitors

Safeguarding Statement

We take our safeguarding responsibilities very seriously, and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the school to share a common objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn in
- identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

Main Tasks/Accountabilities

1. To initiate and lead activities and routines for individual and small groups of children that support their learning and development.
2. To promote the health, safety and welfare of the children in the nurseries at all time.
3. To have an understanding of and be able to follow all relevant Ofsted and nursery school policies and procedures.
4. To assist in preparation and serving food and drink to the children, having due regard for health and hygiene, dietary and parental requirements.
5. To undertake toiletry, physical support routines of children as necessary.
6. To reflect alone and with others in order to understand own and children is learning.

7. To maintain a safe, secure and stimulating learning environment.
8. To work within the principles and requirements of the Early Years Foundation Stage.
9. To undertake activities, assignments as required for apprenticeship childcare qualification. To attend and participate in college training sessions.
10. To build and maintain a partnership with parents and carers, maintaining confidentiality at all times.
11. Where appropriate, to contribute to liaison with outside agencies and fellow professionals, maintaining confidentiality at all times.
12. To attend regular staff and training meetings.
13. Any other duties that reasonably fall within the purview of the post, which may be allocated after consultation with the postholder.

PERSON SPECIFICATION

Knowledge/Qualifications

GCSE Maths grade C or above
English grade C or above

Skills/Abilities:

- Good practical skills
- Clear communication skills and interpersonal skills
- Ability to follow strict health and safety regulations
- Confidentiality at all times
- An ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary.

Experience:

Experience of working with young children: babysitting, time spend with babies/young children.

Personal Qualities:

- Committed
- Enthusiastic
- Confident
- A sense of responsibility