


Job Description and Person Specification – Childcare Apprentice				
Author	Published	Version	Confidentiality	
Jo Stainsby	22/01/24	3	Management / Staff / Parents	

## JOB DESCRIPTION - CHILDCARE APPRENTICE

### Purpose of Post

- 1 To be trained to undertake the same responsibilities as a Nursery Assistant;
- 2 To contribute to a high-quality caring environment for children. This includes creating a warm, friendly and stimulating environment in which the children can develop emotionally, socially and educationally through individual attention and group activities.

### Key Areas


- 1 To work with children and build excellent relationships with them.
- 2 To comply with all Red Wellies' policies and procedures at all times.
- 3 To attend training as required, and complete all assignments set.
- 4 To work as part of the staff team, showing a positive attitude.

### Responsible to

Education Director and Manager

### Duties and Responsibilities

- 1 Work (under supervision) with children and provide all aspects of their care such as keeping clean, toileting, dressing / undressing, sleeping, eating and drinking.
- 2 Undertake training to obtain recognised qualification. Complete assignments on time, and take an active role in own learning and development.
- 3 Uphold standards at Red Wellies, by adhering to all policies and procedures;
- 4 Safeguard children by working to the organisation's safeguarding Code of Conduct and policies;
- 5 Assist with meeting the personal and emotional needs of individual children.
- 6 Provide good quality adult interaction with children in the nursery.
- 7 Know and implement the nursery's confidentiality policy.


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## Teamwork

- 1 Contribute towards an effective and supportive team environment.
- 2 Work collaboratively with colleagues to ensure the highest standards of care are provided.
- 3 Attend team meetings and contribute relevant ideas.
- 4 Attend out-of-working hours activities, e.g. training, staff meetings, parents/carers evenings, Christmas parties.

## General

- 1 Contribute to high standards of hygiene and cleanliness in the setting;
- 2 To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the learner's supervisor from time to time.
- 5 The learner's duties must at all times be carried out in compliance with the Setting's Equal Opportunities policy;
- 6 Being constantly aware of the needs of children by observing and asking questions.
- 7 To respect the confidentiality of information received.
- 5 To help to maintain a high-quality environment which meets the needs of individual children from differing cultures and religious backgrounds, and stages of development.
- 8 To be aware of the high profile of the setting and to uphold its standards at all times.
- 9 To be aware of all emergency and fire evacuation procedures.
- 10 To be aware of sections 7 & 8 of the Health and Safety at Work Act 1974.
- 11 To understand that as part of training you will be required to move around different rooms and age groups.
- 12 To promote and support the setting's policies relating to safeguarding of children and young people within the workplace.

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### Person Specification - Apprentice:

Essential	Desirable
<p><b>Skills, aptitude, knowledge and experience</b></p> <ul style="list-style-type: none"> <li>• Enthusiasm for working with young children</li> <li>• An interest in the care, learning and development of young children</li> <li>• A positive approach to learning and gaining new skills through teamwork and training opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of caring for, or working with children in a voluntary or paid capacity</li> </ul>
<p><b>Personal qualities</b></p> <ul style="list-style-type: none"> <li>• Good organisational and planning skills</li> <li>• Punctuality</li> <li>• Patience</li> <li>• Reliability</li> <li>• Trustworthiness</li> <li>• Able to work in small teams</li> <li>• A commitment to safeguarding children at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Flexibility – Working hours may be changed, e.g. if the setting hosts a Parent's Evening</li> </ul>
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• A positive approach to completing relevant short courses and qualifications</li> <li>• Some understanding of the importance of Health &amp; Safety and Food Hygiene in the workplace</li> </ul>	<ul style="list-style-type: none"> <li>• Health &amp; Safety certificate</li> <li>• Paediatric First Aid certificate</li> <li>• Completion of other relevant courses</li> </ul>

This post requires a DBS check although there will not be periods of unsupervised access to children. An Enhanced DBS and satisfactory references would be obtained prior to commencement of employment.