JOB DESCRIPTION - CHILDCARE APPRENTICE

Purpose of Post

1 To be trained to undertake 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, with specific reference to the Safeguarding Policy, at all times;

3 To attend training as required, and complete all assignments set;

4 To work as part of the staff team;

5 To liaise with mentor.

Responsible to

Manager

Duties and Responsibilities

1 Work (under supervision) with children and provide all aspects of care and supporting learning opportunities, which may include washing, changing and feeding

2 Undertake training to obtain recognised qualification and completing assignments on time, and attending all College sessions/ tutorials

3 Uphold standards at Red Wellies, by adhering to all policies and procedures;

4 Strive to safeguard children by working to the organisation's safeguarding Code of Conduct;

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.

Team Work

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, monthly staff meetings, parents/carers evenings, summer fair, Christmas party – as required;

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 trainee's supervisor from time to time;

5 The trainee's duties must at all times be carried out in compliance with the Setting's Equal Opportunities policy;

6 Look upon the Setting as a "whole" where your help can be most utilised, be constantly aware of the needs of children;

7 To respect the confidentiality of information received;

6 To ensure the Setting is 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 to other parts of the Setting.

12 To promote and support the Setting's policies relating to safeguarding of children and young people within the workplace.

Person Specification - Apprentice:

Essential	Desirable
Skills, aptitude, knowledge and experience • Enthusiasm for working with young children • An interest in the care, learning and development of young children • A positive approach to learning and gaining new skills through teamwork and training opportunities	• Previous experience of caring for, or working with children in a voluntary or paid capacity
Personal qualities • Good organisational and planning skills • Punctuality • Patience • Reliability • Trustworthiness • Able to work in small teams • A commitment to safeguarding children at all times	• Flexibility – Working hours may be changed, e.g. if the setting hosts a Parent's Evening
Qualifications • A positive approach to completing relevant short courses and qualifications • Some understanding of the importance of Health & Safety and Food Hygiene in the workplace	• Health & Safety certificate • Paediatric First Aid certificate • Completion of other relevant courses

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.