

## Job Description

### Job Details:

Job Title: Apprentice  
 Reports to: Room Manager

### Job Purpose:

The role of the Apprentice is to provide a safe and stimulating environment where children can thrive and to deliver high standards of childcare and education whilst undertaking a professional childcare qualification.

To meet the requirements of the EYFS and Statutory Framework at all times.

### Summary of Responsibilities

*The below duties are the target responsibilities of an apprentice by the end of the apprenticeship agreement. Little Elms recognises that each apprentice will learn and develop at different rates and therefore, duties will be gradually increased as directed by the Nursery Manager.*

#### Childcare

- Ensuring all areas of the EYFS and Statutory Framework are met at all times.
- Ensuring Safeguarding/Child Protection Policies and Procedures are implemented.
- Provide a safe and stimulating environment for the children, taking children's individual needs into consideration.
- Ensuring the nursery offers an environment which reflects the cultural diversity of all children.
- Follow Observation, Planning and Assessment Framework within the Little Elms Group.
- Reflect on daily practise and identify areas for continuous improvement.
- Build and maintain effective partnerships with parents.
- To be the key person for a designated group of children

#### Health & Safety

- Respond to, and report health and safety issues as and when they arise.
- Maintaining the highest standards of cleanliness/tidiness within the nursery
- Carrying out health and safety checks in line with Company Policy.
- Follow control measures detailed within Company Risk Assessments.

#### General

- Responsible for duties associated with the nursery playroom(s), such as maintaining children's records and any other duties as reasonably requested.
- Adhere to all Company policies and procedures.
- To meet deadlines as set by the Company.

### Selection Criteria

*An apprentice must work a minimum of 30 hours per week, ideally apprenticeship roles within Little Elms are 37.5 hours or above.*

### **Knowledge, Skills & Experience**

- Ideally, GCSE in English and Maths (at grade C or above)
- In order to be counted in ratios within an Early Years setting, apprentices must be 17 years old or above
- In line with the Statutory Framework, all staff must have sufficient understanding and use of English to ensure the well-being of children.

### **Person Specification**

- Willingness to learn and commit their own time to achieve their qualification
- Passion for working with young children
- Good communication skills
- Ability to use own initiative, always prioritising the needs of the children
- Interpersonal skills are essential, with the ability to build effective relationships with staff and parents.
- Ability to cope with change in a fast paced environment
- Ability to work under pressure and with ever changing priorities
- A kind, caring and nurturing individual who acts as a positive role model for children.

The duties and responsibilities in this job description are not exhaustive or restrictive, changes and other duties relevant to this post may be added. This job description may be reviewed in the future.