



JOB DESCRIPTION Nursery Apprentice

Job purpose:

This is a fantastic opportunity to join our rated 'excellent' nursery within Cophthorne Prep School. To be trained to do the same post as a Nursery Practitioner or Nursery Assistant contributing towards a high-quality caring environment for children. This includes creating a warm, friendly and stimulating atmosphere in which the children can develop emotionally, socially and educationally through individual attention and group activities.

Job title:	Nursery Apprentice
Reporting to:	Deputy Nursery Manager / Head of Pre-Prep & Nursery
Status:	Fixed term apprenticeship contract for 18 months
Hours:	40 hours per week
Salary:	Starting apprentice rate of £11,648 per annum
Apprenticeship:	Apprenticeship qualification in EYFS, fully funded with 20% paid off the job training time
Start date:	December 2023

All staff are expected to:

- Follow the School's Safeguarding policy and procedures and to ensure the well-being of all pupils in their care is their highest priority.
- Contribute to the day-to-day running of the school and follow its policies and procedures.
- Take an active role in ensuring the realization of the School Development Plan.
- Treat each pupil and each other as an individual with courtesy and respect.
- Have due regard for Health & Safety within the School.

Key Responsibilities

- College attendance/meeting with training provider and completing assignments on time
- To attend team meetings and participate in sharing ideas
- Under supervision provide all aspects of care for children including washing, changing and feeding
- To assist with meeting the personal, social and emotional needs of individual children
- To provide adult interaction with children in the nursery
- To attend all training relevant to the role and deemed appropriate by the manager/training provider
- To be aware of the nursery's confidentiality policy and all other policies the manager deems appropriate
- Proactively work as part of a team
- Support all staff and engage in a good staff team.

General

- Contribute to good standards of safety, hygiene and cleanliness in the nursery
- To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the trainee's supervisor from time-to-time
- The trainee's duties must at all times be carried out in compliance with the nursery's equal opportunities policy
- Look upon the nursery as a "whole". Where can your help be most utilized? Be constantly aware of the needs of children
- To respect the confidentiality of all information received
- To ensure the provision of a high-quality environment to meet the needs of all individual children
- To develop and maintain strong partnerships and communications with parents/carers to facilitate day-to-day caring and early learning needs
- To be aware of the high profile of the nursery and to uphold its standards at all times

- To be aware of all emergency and fire evacuation procedures
- To be aware of sections 7 and 8 of the Health and Safety at Work Act 1974
- To understand that, as part of training, you will be required to move to other parts of the nursery.

Desired Skills & Qualities

- Excellent communication skills
- Confident
- Passion for working within the Early Years sector
- Patient
- Ability to work as a team
- Desire to learn new skills
- Dedicated
- Motivated

General Requirements:

- Age 16+
- Not currently in Education, Employment or Training
- Eligible to work in England
- Looking for a career in childcare and willing to complete an apprenticeship/EYFS qualification training

Qualifications

- Age 16-18: GCSEs (or equivalent) in maths and English (grades will be discussed at interview)
- Age 19+: must have GCSEs at grades D/3 or above (or equivalent) in maths and English

Benefits

- Pension scheme
- On-site parking
- Life insurance
- Staff lunch included
- Generous holiday allowance – 6 weeks plus bank holidays
- Staff discount fees
- Employee Assistance Programme (EAP)
- 20% off the job training time for training towards your apprenticeship qualification
- Mentoring support

NB This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job-holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

This job description may be amended at any time following the discussion between the Head of Pre-Prep & Nursery, and member of staff, and will be reviewed annually, or more regularly, in response to the changing needs of the school.

Copthorne Prep School is committed to safeguarding and promoting the welfare of children and the successful candidate will be subject to checks by the DBS and past employers.

Rev: October 2023