

NJC Job Description

Job Title	Apprentice Early Years Educator
Department	Goldington/Wootton/Queens Park Community Nursery
Grade	Apprentice
Last updated	June 2019
Reports to	Nursery Manager, Nursery Deputy Manager, Nursery Assistant Managers

Job Purpose *(a brief statement summarising the overall responsibility of the post)*

To be a proactive member of a staff team who provide safe, stimulating and inclusive environment in which children are supported and encouraged to achieve their full potential.

To support the Assistant Nursery Manager in delivering high quality care following policies and procedures implemented by the Charity.

To undertake training in order to qualify as an Early Years Educator.

Main Duties and Responsibilities *(what are the main responsibilities of the job? This is NOT to be an exhaustive list of tasks, it should be the key accountabilities only and should only be around 8 – 10 points long.)*

	%
1. Contribute to the daily running of the base room, plan activities and run sessions as part of the team.	20%
2. Act as a key person to a group of children, plan activities, keep records, participate in interventions and report any concerns to the Assistant Nursery Manager.	10%
3. Plan and provide a full range of stimulating activities to meet the individual needs of children enabling them to develop their physical, intellectual, emotional and social development.	10%
4. Work alongside the manager and the staff team, to ensure that the ethos of the Charity is embedded and implemented throughout the setting.	5%
5. Participate in training days, team meetings and training courses as required. Attend college or equivalent in order to obtain a level 3 in childcare.	15%
6. Support the Nursery team in maintaining a welcoming, stimulating and safe nursery environment, equipment, communal areas and the base room.	10%

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7. Assist the Safeguarding Officer in keeping children safe, report concerns, contribute to records, and follow Safeguarding Policy and procedures implemented by the Charity.	10%
8. Show an understanding of the Early Years Foundation Stage and how to use it in implementing educational programs in the setting.	10%
9. Encourage and foster close relationships with children and their parents, offering help and guidance when appropriate	10%
10. Be aware of the profile of the Charity and uphold its standards at all times both within work and outside.	

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Organisation Chart



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Context

Families First Bedfordshire (FfB) is a registered local charity spanning over 30 years with a proven record of supporting families. We provide Specialist Services programmes, Children’s Centre services and activities for families within Bedford, and 3 Community Nurseries in Goldington, Wootton and Queens Park.

Our Community Nurseries are day care settings and pre-schools. We admit babies and children and have a mixture of fee paying families and children accessing their free entitlement to childcare. The Goldington Community Nursery achieved a ‘Good’ Ofsted grading in August 2015 with ‘Outstanding’ for the contribution of the EYFS to children’s wellbeing. There is a diverse population accessing the Nurseries which adds to the challenge and excitement of what we believe in as a Charity; that every child has the right to the best possible start in life regardless of background, culture or religion.

Our staff team are required to have an equal passion for the early years and are expected to work according to our Charity’s values;

- Honesty – A shared belief when working with families, partners and staff
- Trust – Vital in order to achieve success in our work
- Responsive – The right action at the right time
- Understanding – A non-judgemental disposition held by all
- Visionary – Striving to be the best, in practice and in reality

The Nursery’s are open daily from 8am to 6pm throughout the year. Closure dates include the Christmas holiday, bank holidays and up to 4 training days per annum.

Additional Information – Physical Effort and/or Working Environment *(insert details if these conditions exceed those normally incurred in a day to day office environment.)*

Physical Effort: Normal physical effort

Working Environment: Nursery environment

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of FfB’s employment checks and Personal Interviews will be required as part of the employment process.

Dimensions

Supervisory Management: None

Financial Resources: None

Physical Resources: Nursery equipment and resources

Other:

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Health & Safety Risk Assessment *(please indicate which are applicable)*

- Manual Handling activities
- Regular exposure to mental pressures and demands
- Visual display equipment – regular use
- Exposure to substances hazard to health
- Exposure to infection
- Risk of verbal abuse
- Risk of physical assault
- Working alone
- Adverse environmental conditions
- Use of dangerous machinery
- Driving PSV/HGV vehicles

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Person Specification

This acts as a selection criteria and gives an outline of the types of person and the characteristics to do the job.

Essential (E): without which candidate would be rejected

Desirable (D): useful for choosing between two good candidates

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Some experience (either voluntary or paid) working with children age 0-5.	1, 2		
Skills/Abilities	<p>Good standard of literacy and numeracy.</p> <p>The ability to build good relationships with children.</p> <p>Ability to work as a part of a team.</p> <p>The ability to role model positive behaviour and execute strategies to promote effective behaviour management.</p> <p>A positive approach to learning and gaining new skills through teamwork and training opportunities.</p> <p>Ability to prioritise tasks and own work under pressure.</p>	<p>1, 2</p> <p>1, 2, 5</p> <p>1, 2, 5</p> <p>1, 2, 5</p> <p>1, 2</p> <p>1, 2</p>	Basic IT skills.	1, 2
Equality	Able to promote equality in a child friendly, non-stereotypical way.	1, 2, 4	<p>Able to promote equality in a whole environment in a variety of ways, resources, etc.</p> <p>Able to recognise and appropriately challenge discrimination and follow the policies and procedures of the organisation.</p> <p>Able to demonstrate clear understanding of cultural and religious issues which affect families and child</p>	<p>1, 2, 5</p> <p>1, 2</p> <p>1, 2, 5</p>

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Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

Attributes	Essential	How Measured	Desirable	How Measured
			development.	
Specialist Knowledge	Demonstrates some knowledge towards the basic needs of children aged 0-5.	1, 2, 5		
Education & Training	GCSE at grades C or above in Maths and English or a willingness to work towards.	1, 2, 4	First Aid Training. Basic Awareness Safeguarding Training. Level 2 QCF in Children's Care, Learning and Development or equivalent.	1, 2, 4 1, 2, 4 1, 2, 4
Other Requirements	Ability to work flexible hours, after hours team meetings, Saturdays may be included.	1, 2		
1 – Application Form, 2 – Interview, 3 – Test, 4 – Proof of qualification, 5 – Practical Exercise				

We will consider any reasonable adjustments under the terms of the Equality Act (2010), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The job holder will ensure that Families First Bedfordshire's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equality and diversity
- (ii) Health and safety
- (iii) General Data Protection Regulation
- (iv) Confidentiality