Children & Family Services
Early Years Apprentice Job Description

Job Title: Early Years Apprentice

Responsible to: Room Leader and Manager - Windmill Hill City
               Farm Children & Family Services

Grade: A

Main purpose of the Job:

- To work as part of the Children & Family Services team providing a safe,
caring, stimulating and fun environment appropriate to the needs of
individual children and families.
- To be a passionate and committed individual who can engage with
children at all levels.
- To work as a member of the staff team to ensure that all children and their
families receive a consistent service to the highest possible standard.
- To train and learn in a supportive and caring environment.

Responsibilities and Duties:

Children

1. Develop respectful and warm relationships with all the children by taking
part in activities with them appropriate to their age and developmental
needs and promote and value children’s experience within an anti-
discriminatory framework.

2. To be a key person to a group of children.

3. Assume responsibility for all children in your care ensuring high standards
of care by being a positive role model, encouraging personal hygiene with
the children and being observant of their general health and welfare.

4. Carry out activities, observations, reports, planning and other records as
appropriate in line with the current Early Years Foundation Stage
curriculum.

5. Be aware of and implement all Children & Family Services and Farm
policies and procedures in particular the Health and Safety, Equality,
Inclusion and Diversity and Safeguarding policy and procedures.

6. To train and learn in a supportive and caring environment with the support
of your learning provider and your colleagues in the workplace.

Parents
1. Ensure good communication by taking and passing on messages, answering the door/telephone, explaining policies and practices and keeping parents and carers fully informed about their child as appropriate.

2. To work in partnership with all families in the setting.

**General**

1. To work as a member of the team and on own initiative and support staff in ensuring day to day duties such as the register, diary, accident book and other records are accurately maintained.

2. To attend staff meetings and other meetings as advised.

3. Undertake training and regular supervision/appraisals as part of your personal and professional development.

3. Undertake any other duties commensurate with the post.

**Please note:** this post is a fixed term contract for a period of two years from the date of commencement.
Please note that the criteria listed below will be used during the short listing process. Only candidates who meet the essential criteria will be selected for interview.

<table>
<thead>
<tr>
<th>ESSENTIAL (Must have) Knowledge &amp; Experience</th>
<th>DESIRABLE (Should have) Knowledge &amp; Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>English GCSE grade C or above</td>
<td>To have completed the NVQ level 2 or equivalent.</td>
</tr>
<tr>
<td>Maths GCSE grade C or above</td>
<td>Experience of working with children with additional needs.</td>
</tr>
<tr>
<td>Up to date knowledge on childcare and development.</td>
<td>Awareness of current childcare legislation.</td>
</tr>
<tr>
<td>To have some experience of working with children.</td>
<td>Food Hygiene Certificate.</td>
</tr>
<tr>
<td>The ability to communicate effectively and appropriately with children, parents/carers and colleagues.</td>
<td>Paediatric First Aid Certificate.</td>
</tr>
<tr>
<td>To have some knowledge of the Early Years Foundation Stage curriculum.</td>
<td>An interest in working at Windmill Hill City Farm.</td>
</tr>
<tr>
<td>Ability to maintain accurate records as appropriate e.g. learning diaries.</td>
<td></td>
</tr>
<tr>
<td>An awareness of safeguarding / child protection procedures.</td>
<td></td>
</tr>
<tr>
<td>Awareness of health and safety issues in a childcare setting.</td>
<td></td>
</tr>
<tr>
<td>To have a commitment to personal and professional development and training and to undertake these training opportunities in a professional manner.</td>
<td></td>
</tr>
<tr>
<td>Knowledge of and a commitment to working in accordance to equal opportunities.</td>
<td></td>
</tr>
<tr>
<td>The ability to work as part of a team.</td>
<td></td>
</tr>
<tr>
<td>The ability to be self motivated and to work on your own initiative.</td>
<td></td>
</tr>
<tr>
<td>The ability to support colleagues in maintaining high quality standards.</td>
<td></td>
</tr>
<tr>
<td>To have a mature and a professional attitude and have the ability to work in line with professional expectations.</td>
<td></td>
</tr>
<tr>
<td>Good organisational skills.</td>
<td></td>
</tr>
</tbody>
</table>