



# Nursery Early Years Apprentice

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Responsible to: Senior Early Years Educator  
Contract type: Two year fixed term contract  
Grade: A

## Purpose

- To work as part of a team in providing and maintaining a high-quality Early Years' service within Windmill Hill City Farm, Children and Family Services (CFS).
- 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.

## Main duties and responsibilities

### Children

1. Learn to undertake key worker responsibilities, planning a balanced range of daily activities which meets the well-being and developmental needs of each individual child, including language development, social, emotional, intellectual and recreational development.
2. Promote and value children's experience within an anti-discriminatory framework.
3. Develop respectful and warm relationships with the children by taking part in activities with them and engaging with them at their level.
4. Ensure high standards of all children's well-being and basic care and encourage personal hygiene with the children, and to be observant of their general health and welfare.
5. Learn to provide and maintain a child centred environment at all times.
6. Assume responsibility for all children left in your care.

### Parents/Carers

1. Develop and maintain strong relationships with new and current parents and carers including induction, information sharing, handovers, transitions and encouraging their involvement in the Children & Family Services.
2. Develop confidence and skills to ensure effective communication with parents and carers by arranging and participating in parent meetings, communications and other events, producing and sharing information and responding to enquiries/concerns.



## Curriculum

1. To train to work with all aspects of the Early Years Foundation Stage (EYFS) but in particular with the Learning and Development requirements which include the Areas of Learning, the Early Learning Goals and Assessment Arrangements.
2. Learn to monitor and maintain records, carry out observations on children's development, liaising with parents, staff and other professionals, as appropriate.
3. To develop skills to provide sessions which have a clear structure and meets all areas of the curriculum and coincides with children's interests including maintaining and further developing resources.

## General

1. Work as a member of the team as well as on own initiative.
2. Attend meetings as required including staff and room meetings (some meetings may be out of normal working hours).
3. Where appropriate help promote the CFS in the life of the community, dealing with enquiries and correspondence.
4. To train and learn in a supportive and caring environment with the support of your learning provider and your colleagues in the workplace.
5. Undertake training and regular supervisions/appraisals as part of your personal and professional development.
6. Monitor the condition of toys and equipment, in terms of safety, hygiene and storage, ensuring that broken toys or equipment are repaired or disposed of and that action is taken on general maintenance issues as necessary.
7. Ensure that Safeguarding and Health & Safety policies and procedures are observed at all times.
8. To ensure that health and safety checks are carried out before every session and all areas used are left clean and tidy at the end of each session.
9. Work with staff in maintaining the register, diary, accident/incident forms and other records as necessary during the course of your duties.
10. Support and maintain effective communication throughout the Children & Family Services.
11. Represent the Children & Family Services at meetings, training events and conferences as appropriate.
12. Work with and abide by all the Farm's policies and procedures.
13. Take part and support the Farm in events as and when required.
14. To work in line with professional expectations at all times and carry out any other duties appropriate to the responsibilities of the post, as required.



## **Essential**

1. English GCSE Grade C or above.
2. Maths GCSE Grade C or above.
3. Basic knowledge on childcare and development.
4. Experience of working with children.
5. Ability to work with high quality standards.
6. Ability to communicate professionally and effectively with children, colleagues, parents, carers and other professionals.
7. The ability to learn and carry out a variety of activities for all the children both indoors and outdoors.
8. The ability to learn and carry out observations and maintain accurate records for use in development logs and learning diaries.
9. Ability to work own initiative as well as part of a team.
10. Good planning and organisational skills.
11. The ability to be enthusiastic, reliable, consistent and self motivated allowing you to work on your own initiative.
12. To have a mature and a professional attitude and have the ability to work in line with professional expectations.
13. Practical understanding of, and a commitment to, anti-discriminatory practice.
14. Ability to maintain a positive and welcoming environment at all times.
15. The ability to stay calm under pressure and work with interruptions in a busy environment.
16. Understanding and commitment to promoting equality of opportunity.
17. Understanding and commitment to working with all safeguarding policies, practices and procedures.
18. The ability to take responsibility for your own health and safety and that of others.
19. Willingness to undertake training.

## **Desirable**

1. Knowledge and experience of working with the EYFS.
2. First Aid Certificate.
3. Food Hygiene Certificate.
4. Experience of working with children with additional needs.
5. An interest in the work of Windmill Hill City Farm, and an understanding of our aims and objectives.