

## Role Profile: Nursery Nurse Apprentice

### Purpose

To provide a high standard of physical, emotional, social and intellectual care for children placed in our Setting. To give support to other personnel within the Setting. To implement the daily routine in the nursery room.

### Key Accountabilities

- The position is full time; the Nursery is open 51 weeks of the year. Working hours are 8.00am – 5.00pm or 9.00am – 6.00pm on a weekly shift basis.
- Adhering to the Policies and Procedures of Akeley Wood Nurery and compliance with the Children Act, Health and Safety legislation and within the guidelines of Ofsted and the National Standards. Ensuring confidentiality is maintained in the nursery.
- Working as part of a team.
- The care and supervision of the children with regard to their physical, emotional and intellectual needs.
- The planning and preparation of activities, to meet children's individual needs, liaising with parents and negotiating working targets ensuring effective communication within the nursery.
- Offering all children equal opportunities with regard to their religious persuasion, racial origins, gender, disabilities, cultural or linguistic background: in particular, challenging situations where racism or discrimination is displayed.
- Positive management of children's behaviour.
- Preparation, care, cleanliness and maintenance of the playrooms and equipment.
- Providing a good role model for Students and helping new staff to fit into the Nursery.
- Supervision of meals and mealtimes and where appropriate, preparation of babies' bottles.
- Attendance of staff meetings arranged by the Nursery Manager.
- Participating in regular parents' evenings, publicity, open weekends and children's outings.
- Any other duties appropriate to the post as directed by the Nursery Manager or Room Manager.

## Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

## Key Stakeholders:

**Internal** – All School non/Teaching employees, Pupils

**External** – Education Establishments, Supplier, Parents

## Person Specification

| Essential  | Desirable  |
|--|--|
| <p><b>Skills, aptitude, knowledge and experience</b></p> <ul style="list-style-type: none"> <li>• Enthusiasm for working with young children</li> <li>• An interest in the care, learning and development of young children</li> <li>• A commitment to the provision of high quality childcare</li> <li>• A positive approach to learning and gaining new skills through teamwork and training opportunities</li> </ul>  | <ul style="list-style-type: none"> <li>• Previous experience of caring for, or working with children in a voluntary or paid capacity</li> <li>• An understanding of the Early Learning Goals</li> <li>• Knowledge of the National Standards for the regulation of Childcare provision</li> </ul>   |
| <p><b>Personal qualities</b></p> <ul style="list-style-type: none"> <li>• Good organisational, record keeping and planning skills</li> <li>• Punctuality</li> <li>• Excellent communication skills, with children, colleagues, advisors and parents/carers.</li> <li>• Patience</li> <li>• Reliability and trustworthiness</li> <li>• A positive approach to inclusive practice, with children and colleagues</li> </ul> | <ul style="list-style-type: none"> <li>• Flexibility – occasionally working hours might be changed, e.g. if the setting hosts a Parent's Evening</li> <li>• Able to work in small teams</li> </ul>   |
| <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• A positive approach to completing relevant short courses and qualifications</li> <li>• Some understanding of the importance of Health &amp; Safety and Food Hygiene in the workplace</li> </ul>  | <ul style="list-style-type: none"> <li>• Completion of a recognised Level 2 Childcare qualification, e.g. Level 2 Certificate for the Children &amp; Young People's Workforce or Children's Care, Learning and Development – or be working towards completion</li> <li>• Completion of Safeguarding Awareness course (Group 2)</li> <li>• Health &amp; Safety certificate</li> <li>• First Aid certificate</li> <li>• Completion of other relevant courses.</li> </ul> |

Signed: ..... Date: .....

Name (Print): .....