

## **Apprentice Job Description**

**Job title** – Apprentice Nursery Assistant

### **Purpose of post**

- To be trained to do the same post as a Nursery Practitioner.
- To contribute to 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.
- To work as part of a team in order to provide an enabling environment in which all individual children can play, learn and develop.

### **Key areas**

- To work with children at different ages and stages of their development and ages.
- To attend all training as set out in your training agreement.
- To complete all assignments set on time.
- To engage in good team work, listening to and acting upon the guidance and training provided by your mentor, room leader and nursery manager.
- To attend associated training deemed appropriate by the manager in consideration of your individual needs and wishes.
- To regularly liaise with your mentor, manager and training tutor.

### **Responsible to**

- Mentor, Room Leader and Nursery Manager

### **Duties and responsibilities**

- College attendance and 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, all in accordance with the intimate care policy.
- To assist with meeting the personal 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 and training provider.
- To be aware of the nursery's confidentiality policy and all other policies the manager deems appropriate.

- To attend out of working hours activities, e.g. training, weekly staff meetings, parents evening, fundraising events etc.

### **General**

- Look upon the nursery as a "whole", be constantly aware of the needs of children where can your help be most utilised?
- To ensure the provision of a high-quality environment to meet the needs of all individual children.
- 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.
- To understand that, as part of training, you will be required to move to other rooms within the nursery.
- To develop and start to build strong partnerships and communications with parents and carers to facilitate day-to-day caring and early learning needs.
- To respect the confidentiality of all information received.
- 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.
- The trainee's duties must at all times be carried out in compliance with the nursery's equal opportunities policy.
- To develop your understanding of Safeguarding Children and reporting procedures.
- To be aware of the high profile of the nursery and to uphold its standards at all times.

**Tiny Tots Ltd is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.**