



PlayPals Childcare Ltd

Big opportunities for little people

Job Description – Early Years Apprentice

Reports to:

Deputy Nursery Manager
Nursery Manager
Directors of PlayPals Childcare Ltd
Directors of QUEST

Main Responsibilities:

To deliver a high standard of learning, development and care for children aged 0-5 years.
To ensure that the nursery is a safe environment for children, staff and others.
To develop partnerships with parents/carers to increase involvement in their child's development.
To be responsible for any tasks delegated by the Nursery Manager/Deputy Nursery Manager
To complete all academic aspects of the apprenticeship

Main Activities:

- To provide a safe, caring, stimulating educational environment, both indoors and outdoors, at all times.
- To deliver an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress.
- To help ensure the nursery meets Ofsted requirements at all times.
- To understand and work to nursery policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies
- To plan activities which ensure each child is working towards the early learning goals.
- To be a key person, keeping accurate assessments of children's learning and progress..
- To ensure records are properly maintained, e.g. daily attendance register, accident and incident book, risk assessments
- To liaise closely with parents/carers, informing them about the nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
- To work in partnership with senior management to update and review the self-evaluation and improvement plan.
- To undertake any other reasonable duties as directed, in accordance with the nursery aims and objectives





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- To attend meetings as and when appropriate.
- To act as an ambassador for the organisation, maintaining it's positive image.
- To undertake any other reasonable duties as directed, in accordance with the Nursery aims and objectives.

Person Specifications

Factors	Essential Criteria	Desirable Criteria
Education & Qualifications	<ul style="list-style-type: none"> • To be qualified to start a level 2 or 3 qualification in Children and Young Peoples Workforce or equivalent • To hold or be able to achieve English and mathematics GCSEs at level C or above 	Food Hygiene Certificate Paediatric First Aid
Experience/ Knowledge	<ul style="list-style-type: none"> • Working knowledge of the Early Years Foundation Stage and current Ofsted statutory guidance. • Knowledge of implementing good quality learning opportunities. 	Recent experience working in a Preschool /Nursery setting
Skills & Attributes	<ul style="list-style-type: none"> • Empathy and understanding of children under five. • Excellent verbal and communication skills with children and parents. • Ability to write reports and keep clear and accurate records. • Excellent organizational skills • Administrative and basic IT skills • Calm and caring nature. • Ability to work as part of a team • Able to work on own initiative 	
Personal Qualities	<ul style="list-style-type: none"> • Reliable, enthusiastic, and flexible • A commitment to quality in all areas, with a high level of motivation and enthusiasm • A creative thinker • A good sense of humour 	

The successful candidate must have:

- Satisfactory enhanced DBS clearance and the right to work in the United Kingdom
- Evidence to support information within the supporting statement/application form
- Satisfactory references

Signed _____ Date _____

