

**Role Profile: Apprentice Nursery Assistant**

**Purpose**

Assisting as part of a team in supporting the overall development and care of nursery children.

Contributing fully to the smooth running of the Early Years and Foundation Departments and the maintenance of a safe and stimulating learning environment.

**Key Accountabilities**

* To participate in the provision of a safe, stimulating and caring learning environment.
* To participate in the provision of a full and balanced range of learning activities, ensuring the care and well-being of children and maintaining positive links with parents and professionals working with the nursery and school.
* To work to the Early Years Foundation Stage Framework.
* To contribute to a planned programme of activities suitable to the age range of children in conjunction with other staff, according to the EYFS
* To be aware of, promote and uphold Early Years policies.
* To maintain health, safety and hygiene regulations at all times as stated in policies and procedures.
* To be a Key Person.
* To participate in planning, preparation and observations.
* To liaise with the room leader over all matters concerning the children and initiate activities which have been planned for the children.
* To work in such a way as to promote a happy atmosphere for the children and staff.
* To liaise with parents and be sensitive to their needs.
* To abide by the rules of confidentiality.
* To attend all staff meetings and to attend training days and open days/evenings as required.
* Any other duties as requested by the School Head teacher or Nursery 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

**Person Specification**

**Skills/Aptitudes**

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| --- | --- |
| Empathy and understanding of children under five | Essential |
| Excellent communication skills with children, parents and colleagues | Essential |
| Ability to write observations and to keep clear and accurate records | Essential |
| Enthusiasm for working with young children | Essential |
| An interest in the care, learning and development of young  Children | Essential |

**Knowledge Base**

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| --- | --- |
| Strong IT skills | Essential |
| Good writing and spelling skills | Essential |
| Previous experience of caring for or working with children in a voluntary or paid capacity | Desirable |

**Qualifications/Attainment/Experience**

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| --- | --- |
| To be qualified to start a level 2 qualification in an Apprenticeship in Early Years Practitioner | Essential |
| To complete all academic aspects of the apprenticeship | Essential |
| A positive approach to completing relevant training courses and qualifications | Essential |
| To hold or be able to achieve English and mathematics  GCSEs at Grade 4 | Desirable |

**Attitude/approach**

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| --- | --- |
| Need to be energetic, flexible, and empathetic. | Essential |
| A sensitivity to the needs of children | Essential |
| Personal integrity, honesty, energy, stamina, enthusiasm | Essential |
| Commitment to personal development and life-long learning | Essential |
| Open minded, self-evaluative and adaptable to changing circumstances and new ideas | Essential |
| Willingness to be involved in the wider life of the school and nursery. | Essential |
| Good interpersonal/communication skills | Essential |
| When all of the above fail, to maintain a good sense of humour, a willingness to learn and the will to continue to strive for excellence | Essential |

**Special Requirements**

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| --- | --- |
| Willingness to obtain an Enhanced DBS check. | Essential |
| Willingness to obtain any relevant overseas criminal record checks | Essential |
| A good health and attendance record. | Essential |
| A willingness to comply with all Cognita and King’s policies and procedures | Essential |

**Key Stakeholders:**

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

**External –** Education Establishments, Parents

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

Name (Print): …………………………………………