



Highfield Priory  
Independent Day School  
and Nursery

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### **JOB DESCRIPTION**

<b><u>Job Title:</u></b>	Apprentice Early Years Practitioner
<b><u>Salary:</u></b>	Per Contract
<b><u>Term:</u></b>	Per Contract
<b><u>Permanent / FTC:</u></b>	Fixed Term Contract
<b><u>Hours:</u></b>	Per Contract
<b><u>Line Manager:</u></b>	Nursery Manager
<b><u>Line of Senior Manager Responsibility:</u></b>	Head of Early Years

#### Overall Purpose:

To provide assistance and support to all staff in the Nursery, in whatever capacity, to enable them to perform their duties effectively and efficiently in the education and development of young children and to provide relevant stimulus and activity for children in the school's Extended Care Service and Holiday Club.

#### Internal Relationships

The children, colleagues

#### External Relationships:

Parents

#### Key duties and responsibilities:

Share in the planning and enhancing provision of the Nursery and Pre-School and in the preparation of equipment before the activities of the day and clear away equipment after use.

Assist, with other staff, on rotation with the school's Extended Care and Holiday Club facility.

Understand and respect the need for consistency of care for the children – report for duty on time, maintain regular attendance, give appropriate notice of holiday requests (a minimum 4 weeks' notice) and report non-attendance following the correct absence recording procedure by contacting your Line Manager and the Headmaster's PA.

Assist in providing a safe, supportive and caring environment for young children in the care of Highfield Priory School and Nursery and to ensure that all aspects of each individual child's development are given full consideration.

Ensure that clean and hygienic standards are maintained at all times. This includes daily cleaning rotas, general domestic jobs including cleaning equipment, nappy changing and other nursery/housekeeping duties.

Maintain and follow all Health and Safety policies and procedures at all times and be aware of Child Protection and Safeguarding procedures and identify to appropriate officers children at risk. Refer to the Staff Handbook which is available on line or as a hard copy in the school office and the staff room. Develop a thorough knowledge of all of the company's operational policies and procedures, ensuring that they are followed and respected at all times.

Understand and work with the requirements of the "Early Years Foundation Stage" and ensure that your practice meets and aims to exceed the requirements.

Follow all routines, duties, timetables, rotas, record keeping activities and any other reasonable duty as requested by your Line Manager / Nursery Manager.

Ensure that communication with children, parents and the staff team is polite and courteous at all times.

Share relevant information and ensure that information passed between parents and staff is communicated to your supervisor/Nursery Manager as appropriate.

Work alongside other members of staff and learn from their skills and ensure that you personally develop your role within the team.

To be able to work from your own initiative and utilise your skills throughout the nursery as a whole. Maintain confidentiality about all issues related to children and their families, your own and other staff members issues and any other management or operational issues.

Involvement and enrolment in company and professional training courses, inset courses and meetings as appropriate and as directed by the Headmaster, which may at various times be outside normal working hours.

Involvement in developing and delivering a stimulating and creative atmosphere within the group. Attend staff meetings, professional development training and any other events as requested by the Management Team.

Commit to continued professional development by attending courses (in-house and external), receiving constructive feedback and reading relevant material.

Carry out other tasks required by the Headmaster from time to time pertinent to the efficient running of the school.

#### Qualifications:

Level 2 or above in NVQ, NNEB, BTEC in Childcare or similar

Level 1 & 2 Safeguarding

Common Assessment Framework (CAF) and Continuum of Need (CON)

#### Skills:

An ability to work on your own initiative, to work under pressure and resolve problems with attention to detail

An ability to work individually and as part of a team

Self-motivated with a positive attitude

A willingness to learn and undertake further relevant training

#### Employment Information:

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

The School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. All staff appointed to the School are required to be checked through the Disclosure and Barring Service, and to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications declared in their application.