

APPRENTICESHIP LEVEL and DURATION	Childcare (Level 2 or Level 3) Level 2: 12 months Level 3: 18 months
LOCATION:	Edmonton, North London
SALARY:	Between £6 – 8 per hour depending on knowledge and experience
WORKING HOURS	9am – 5:30 pm Or 8am – 16:30pm
REPORTING TO:	Nursery Manager/Deputy Manager/ Senior Duty Manager
NUMBER OF POSITIONS AVAILABLE:	2

The Company

Based in Edmonton, this nursery aims to be a part of a bigger plan in building children's futures. We promote the personal development of children to prepare them as best we can for the challenges that lie ahead in life, with our staff of experienced, certified, and continually trained educators. This post will be working in the nursery with children aged 0 – 5 years old.

THE ROLE:

Duties and Responsibilities:

General Duties

To adhere to the Policies & Procedures of the Nursery and Daycare, to act in accordance within the standards set out by OfSTED, and the National standards, to comply with the Health & Safety Legislation and conform to the Children's Act.

- To Support the Management Team in the smooth running of the Nursery, providing a high standard of care to the children placed in the care of the Nursery. Meet the needs of the children by creating an environment that is stimulating, and safe to learn and develop.
- To be self-sufficient in implementing the daily routine in your assigned room, and to support other personnel within the Nursery.
- Implement the daily planning as instructed by the Senior Nursery Nurse/Leader.
- To ensure you are knowledgeable of the EYFS requirements, and put this into practice throughout the working day, have a full understanding of the nursery systems and records of each child's development. To incorporate Every Child Matters, the Early Learning Goals and Birth to Three matters as set out by OFSTED. To be familiar with the Common Assessment Framework (CAF)
- Assist in the daily management of the nursery keeping it safe, secure and clean at all times.
- Interact with your team, demonstrate the ability to work within a team, and on your own initiative, whilst providing a stimulating and interactive environment for the children. Implement the activities relevant to the age, and needs of the children encouraging an enthusiasm to learn.
- To show the ability in identifying potential issues concerning a child and the ability to communicate effectively with the management team.
- To be flexible in your approach and assist in all areas of the nursery as required, this may include an amendment of hours, supporting colleagues, preparation of food for the children, domestic chores to keep the Nursery clean and safe.
- Assist in the training and mentoring of new Students and be a good role model, respect the confidentiality of information received, and maintain the Nursery Standards at all times

- Effectively liaise with parents, encourage their involvement, so they are involved with all the aspects of their child's learning.
- Participate in out of hour's activities e.g. fund raising, training, conferences or social events as arranged by the Nursery.
- Any other duties as directed by the Nursery Manager or Senior Nursing Staff

Specific Duties

- Help Children with feeding, toileting or getting clothed.
- To make mealtimes are enjoyable and relaxed.
- Identify and report signs of a child feeling unwell, identify neglect and recognise if an injury seems non-accidental.
- Follow the drop off and collection procedure in accordance with policy
- Report accidents to the Nursery Manager or their deputy if absent, record accidents in the appropriate manner, ensure a parent is fully informed.

The Person

Personal Qualities

- Good organisational, record keeping and planning skills
- Punctuality
- Excellent communication skills, with children, colleagues, advisors and parents/carers/carers.
- Flexibility – occasionally working hours might be changed, e.g. if the setting hosts a Parent's Evening
- Able to work in small teams
- Patience
- Empathy with children, colleagues and parents/carers/carers
- Reliability and trustworthiness
- A positive approach to inclusive practice, with children and colleagues
- Enthusiasm for working with young children

Desired Skills and Qualities required:

- Interest in the care, learning and development of young children
- Previous experience of caring for, or working with children aged 0-5 in a voluntary or paid capacity
- An understanding of the Foundation Stage curriculum
- An understanding of the Early Learning Goals
- Knowledge of the National Standards for the regulation of Childcare provision
- A commitment to the provision of high quality childcare
- A positive approach to learning and gaining new skills through teamwork and training opportunities

Future Prospects / Training Opportunities

- You will receive all the relevant training including Level 3 First Aid.