

**Job Description**

**Position:** Nursery Nurse Apprentice

**Responsible to:** Head of Room

**Purpose:**

To develop and extend childcare knowledge through day-to-day activities, responsibilities and good practice. To support all staff in the nursery, build relationships with children and promote a high standard of childcare at all times.

In case of emergencies, instructions must always be taken from the Head of Room.

**Duties:**

You may have to attend college or your course may be work based. When you are not in college, you are expected to attend work.

To complete the work allocated by college in their own time and on time, within any targets set. If work based, you may ask for time to be given in order to complete any work you cannot finish in your own time.

Under guidance of the Head of Room to provide a variety of activities for children of all ages, in conjunction with the planning guidelines.

To assist in the planning, children’s profiles, keyworker system, when requested.

To be familiar with all nursery policies and procedures, the Early Years Foundation Stage, Safeguarding, Health and Safety etc and adhere to these at all times.

It is an expectation at your expense that you attend any training and staff meetings (approx. 6 per year) inside and outside working hours.

This is beneficial to your role within the company and your own personal and professional development.

To demonstrate a welcoming approach to parents, work placement students and visitors.

To maintain a high standard of hygiene in relation to self, children, equipment and surroundings including participation in laundry and staff room rota.

To ensure that confidentiality is maintained and to be aware of the high profile of the nursery and to uphold its standards at all times.

To attend and participate in the evenings for parents usually held every term.

 All other reasonable duties as and when required to support the efficient running of the Nursery.