

JOB DESCRIPTION

POST: **Apprentice Early Years Educator** – Sunflower Nursery

DATE: May 2017

REPORTING TO: Nursery Manager

RESPONSIBLE TO: Deputy Nursery Manager and Early Years Group Leader

Overall Purpose:

The Sunflower Nursery is registered with OFSTED to provide full day care for children from 6 months to 5 years of age.

The nursery provides a safe, caring and stimulating environment for young children. It aims to meet children's physical, emotional, social and play needs. Children are respected as individuals and are encouraged to develop skills and knowledge at their own pace. Employees encourage children to explore and discover new experiences and widen their understanding of the world and other people.

Job purpose:

- Take part in delivering the highest standards of care throughout the nursery as detailed in the Statutory Framework and the Early Years Foundation Stage
- Demonstrate a commitment to the Organisation's Core Values in all work undertaken
- To demonstrate good communication with all nursery employees and ensure you remain up to date with the operational requirements of each room

Childcare:

- Assist in observing each child's progress and report on achievements and assist in maintaining records of each child's day to day activities and development for parents using learning journeys
- Assist with the supervision of children at play (indoors and outdoors) and at mealtimes
- Assist with the delivery of the EYFS framework
- Assist in the planning and development of inspiring, enabling environments where children initiate play

- Assist with completing daily checklists as required, such as room opening and close, outdoor, bathroom and kitchen checklists
- Assist in providing an environment where children value and respect different culture, religion, language and disability and ensure that toys and games reflect this within the setting
- Following training, ensure Welfare and Safeguarding Children procedures are followed and that any concerns are escalated to the appropriate staff without delay
- Demonstrate a commitment to understanding how children develop
- Be in tune with and meet children's individual needs at all times
- Ensure every child feels safe and secure and that regular headcounts are completed when moving children around the nursery
- Ensure the general cleanliness of the children at all times, this includes noses, faces, toileting and clothing care
- Assist with the operation of the highest standards of hygiene and cleanliness in the bedding, nappy changing and food service areas

Parents and Community:

- Develop positive relationships with parents/carers working in partnership with parents/carers and foster positive relations between parents/carers, children, employees and the wider community
- To participate in parents/carers evenings if required
- To positively promote the nursery within the community
- Being involved in fundraising events, assist with the promotion of the nursery, attend training events, open evenings and staff meetings if required

General:

- Undertake domestic jobs within the nursery, such as preparation of snacks, cleaning of equipment and nursery rooms
- Ensure that you understand and follow the company's policies and procedures, specifically Childcare, Employee Handbook, Health and Safety and Training
- Undertake a shared responsibility for Health, Safety and cleanliness throughout the Nursery
- Be familiar with all emergency and security procedures, e.g. fire procedures, routines for dropping of and collecting children

- To comply with all CHS Group policies and Procedures
- To treat any information relating to work within the nursery as confidential
- Carry out reasonable tasks as requested by your line manager
- To work in partnership with the other nursery within CHS Group as and when required
- To have a flexible approach regarding working within other areas of the nursery as and when required to ensure the smooth running and operational requirements of the nursery

Apprenticeship:

- To make sure you are available for the Assessor when visits are set
- Make sure that units of work are completed on time as requested by your Assessor
- Liaise with the Nursery Manager if there is a time when you are needed to attend any courses as requested by your Assessor

As the needs of the organisation change rapidly, this role will change accordingly, therefore this document should be viewed as guidelines which are subject to change