



OPERATIONAL PLAN STANDARD 1 – Suitable Person
Supporting Documentation S1.29 Job Description for Early Years Apprentice/Student

Early Years Apprentice/Student

Description of Role and Responsibilities

Location: Kaleidoscope Nursery, East Mill Lane, Sherborne, Dorset, DT9 3DR

Accountable to: Kaleidoscope Management Team

Purpose of Role:

The role of the Early Years Student is to obtain the necessary skills and qualifications that enable them to ensure all children attending Kaleidoscope Nursery receive high quality care, are kept safe and are provided with planned and stimulating play experiences which meet their individual needs and support all aspects of the Early Years Foundation Stage (EYFS) curriculum. You will be supported by your Room Leaders and by the Nursery Management Team and, if applicable, by your chosen learning provider.

Profile of Ideal Candidate:

Attributes	Criteria	Desirability	
Education and Training	Educated to GCSE level with passes in four or more subjects two of which are English and Maths	Desirable	
	Childcare qualified to Level 3 / 4 from a recognised awarding scheme (CWDC Diploma, NNEB, BTEC, NVQ, CACHE). Unqualified candidates may be accepted into the nursery but will be required to enroll onto a level 3 qualification as soon as practical, this may follow on from a level 2 qualification	Essential	
	Training in the Early Years Foundation Stage	Desirable	
	Training in child protection and safeguarding children, training will be available	Desirable	
	Training in behaviour management	Desirable	
	A recent paediatric First Aid certificate, this will be available once in role	Desirable	
	Fluency in written and spoken English and an ability to write reports as directed by the manager	Essential	
Relevant Experience	Experience of working in a childcare setting is preferable, however, within this role these will be obtained	Desirable	
	Some pre or post qualification of childcare is required, such as work experience / short term student placements in a childcare setting, temping, nannying or playgroup work	Essential	
General and Special Knowledge	An understanding of children's development and their needs	Essential	
	An appreciation of customer care skills when dealing with parents	Desirable	
	An awareness of Equal Opportunities issues	Essential	
	An awareness of Health, Hygiene and Safety in the workplace	Desirable	
	An awareness of special needs and requirements	Desirable	
	A willingness to self-improve and develop childcare skills. Training will be provided in the form of on-going refresher courses, in house training and e-learning courses (via Flick)	Essential	
	Skills and Abilities	Relevant skills for working with groups of children 0-5 years	Essential
		The ability to form and maintain appropriate relationships and personal boundaries with children	Essential
		An ability to carry out light physical duties to include lifting babies and children, housekeeping tasks and setting up resources	Essential
		Emotional resilience in working with challenging behaviours	Desirable
A positive attitude to use of authority and maintaining discipline		Essential	
Able to communicate effectively with adults and children		Essential	
Good organisational skills		Essential	
A willingness to learn and abide by the nursery policies and procedures		Essential	



OPERATIONAL PLAN STANDARD 1 – Suitable Person
Supporting Documentation S1.29 Job Description for Early Years Apprentice/Student

	Able to work under pressure	Essential
	Able to demonstrate reliability and initiative	Essential
	A professional attitude and manner	Essential
	Being comfortable with writing reports, observations and Dayshare entries	Desirable
	An enthusiastic approach to work	Essential
	Flexibility to cope with the changing needs of the nursery	Essential
	The ability to work as part of a team, developing positive relationships with parents, children, colleagues and outside agencies	Essential
	A willingness to adhere to the nursery code of conduct	Essential
Acknowledge and Observe Our Values	Be trustworthy and honest to reflect the values of the nursery Reflect on your practice and look for ways to improve Be proud of the fact that we are an OFSTED “outstanding” nursery Act with integrity and trust Have respect for each other Everyone matters regardless of gender, race, culture, age, capability, orientation or religion Parents and carers are our partners in the outcomes for their children Be safety conscious at all times Don’t procrastinate, deal with important issues straight away Consult colleagues and management Have a positive attitude towards others and your work Keep your sense of humour even when times are difficult Think about what you are saying and the consequences to others Treat others how you would like to be treated yourself Be sensitive about what you say in front of the children Always remember you are part of a team Make time to acknowledge and greet colleagues Be considerate to other staff Be respectful of other’s property Always ask before borrowing items from other rooms and don’t forget to return what you have borrowed There’s always time to chat to colleagues but remember to put the needs of the children first Be imaginative and proactive in the garden when setting out activities for the children	

Detailed below are the principle tasks and activities associated with your role. Please ensure you have read and understood them as they form part of your overall Contract of Employment with the nursery. Activities and tasks are carried out on a daily, weekly or as required basis. Nursery management will be responsible for working with you to establish, maintain and monitor that the activities and tasks are being performed to the nursery standards and on-going to assist you in your own personal development.

Your role will be set out in this job description, but please note that the management team reserve the right to update your job description, from time to time, to reflect changes in, or to, your job, particularly as you progress through your qualifications. You will be consulted about any proposed changes. The list of duties in the job description should not be regarded as exclusive or exhaustive.

Your role will be appraised on a regular basis during which your performance will be reviewed and assessed in accordance with personal and nursery aims and objectives. Please ensure you are very familiar with the checklist below as this details the key activities and responsibilities by which the nursery will gauge your performance. If you are in any doubt about the role or would like to obtain further guidance, mentoring or training then the nursery is only too happy to assist.

Personal Responsibilities



OPERATIONAL PLAN STANDARD 1 – Suitable Person
Supporting Documentation S1.29 Job Description for Early Years Apprentice/Student

- Provide high quality care and activities for the children and to recognise both individual and group requirements in a secure, safe and stimulating environment
- Ensure you are familiar with the key policies and procedures, especially safeguarding children, equal opportunities, behaviour management and health and safety.
- With appropriate support, work in partnership with early years professionals, for example Health Visitors and SEN services
- Within reason, to comply with requests to work outside normal hours, for example to cover if staff unexpectedly leave the room or are called away. This includes requests from the nursery to work long days (9 hours) from time to time
- Ensure parent issues and concerns are dealt with promptly and accurately. Ensure management are informed and consulted where relevant
- Participate in room and staff meetings
- Undertake other duties appropriate to the grade and character of the work as may reasonably required by the nursery
- Never leave the room/nursery/childcare location and put your colleagues at risk of being out of ratio, unless in the case of an emergency
- Support co-ordinators such as SENCO, Pre-School Lead in their roles
- Attend training and development courses as directed by the management team or Assessor
- To promote at all times good relations between staff members, parents and children and promote the quality ethos of the nursery

Study

- Keep an accurate record of your 'Off The Job' training hours and submit this to the management team for logging on a weekly basis, every Friday, so that any deficit in hours can be re-allocated
- Attend all regular, pre-arranged and agreed college sessions
- Update the management team with your progress on a regular basis
- Ensure that you speak with the management team if you feel you need support
- Complete all work by agreed deadlines
- Communicate regularly with your Tutor or Assessor
- Comply with the Apprenticeship or Student Agreement with your learning provider at all times
- Update the office with any information about potential additional college hours/sessions/exams/tests as soon as you are given the information

Childcare and Curriculum

- With appropriate support, deliver the Early Years Foundation Stage framework and any other appropriate guidance for young children in accordance with nursery policy and guidelines
- With appropriate support, follow the principles of 'Incredible Years' as directed by trained members of staff
- With appropriate support, observe each child's progress and report on achievements, looking for progression and continuity alongside the Early Years Foundation Stage
- Ensure that no child is ever left on their own in a room/nursery/outing
- With appropriate support, follow the policy of expectations that outlines expectations for observations and planning
- With appropriate support, ensure that 'Wellcomm' is carried out regularly for all your key children
- Understand and participate in the key person system
- As you progress through your qualifications and are allocated key children; ensure that your own key children's learning journeys / observations are up to date and maintained at the required quality level
- Ensure that you have a clear understanding of the settling of new children into your room as well as the transfer of children from your room to others in the nursery, or those going to school
- With appropriate support, ensure that you attend to the all-round daily needs of the children by enhancing their physical, intellectual, social and emotional development
- Support the children in serving their food, milk, drinks and snacks and encourage good nutrition and sociable eating
- With appropriate support, assist children with personal care, including changing nappies, assisting with toileting and other associated welfare duties.



OPERATIONAL PLAN STANDARD 1 – Suitable Person
Supporting Documentation S1.29 Job Description for Early Years Apprentice/Student

- With appropriate support, ensure you have and communicate a completed and up to date care routine for each of your key children, if applicable
- Ensuring that you maintain an attractive, stimulating and reassuring environment for children inside and outside
- With appropriate support, action and monitor all child protection issues and accidents to ensure that any remedial action is taken immediately. Ensure close monitoring of children about whom there are concerns
- Maintain accurate records for all children including attendance registers
- With appropriate support, deal with accidents and incidents and inform parents via the correct reporting process
- Ensure children have adequate access to the garden and outside trips
- With appropriate support, accurately record medication requirements and administer directed dosage in accordance with instructions from Parents and medical professionals
- Update office if allergies or medications change
- Inform kitchen of any absences in your room, especially if alternate meals are being provided
- Cover for other staff as appropriate and as directed by the management team, especially given that unforeseen situations can occur when caring for children and recognising that the child's welfare is paramount

Parent and Carer Responsibilities

- Work in partnership with parents/carers, recognising that parents are their children's first educators, and encourage parental involvement in the nursery
- Assist and attend regular parent meetings and events
- Ensure parents are familiar with the security and procedures surrounding drop off and collection (passwords etc.)
- With appropriate support: for all new parents, welcome them, explain the procedures for settling in sessions, set them up with EYFS tracker on Ipad and give an update on their child before they go
- With appropriate support, conduct same day call backs for any absent children
- With appropriate support, provide feedback and daily reports to parents about their child's day at the nursery
- Inform parents when their child is sick or not their normal self
- Ensure you know what is going on at home that may have an effect on the child's behaviour or mood when they are at nursery
- Be vigilant and diplomatic if you feel that there is a safeguarding or protection issue pertinent to the child and ensure that your Designated Safeguarding Lead is informed
- Understand the cultural, religious, ethical or personal preference issues that some parents may have in relation to their child
- Keep the office informed of child absences or holidays. Ask parents about any likely absences and request that parents send confirmation of proposed absences to the office

Room and Premises Responsibilities

- As you progress through your qualification, assist the room leader in ensuring that risk assessments for your room and other areas for which you are responsible are carried out in accordance with nursery policies and at the correct time and frequency
- Ensure the room is kept tidy and organised to allow for the efficient use of time and to maintain the high quality standards that we have set as our on-going objective
- Notify the Room Leader if there are any resources or equipment that need ordering or repairing
- Ensure resources, toys and equipment are organised, stored correctly, cleaned regularly and any breakages reported to the office
- Clean obvious marks or spillages (doors, floors, walls etc.) as soon as they happen, within reason
- Ensure any signs, pictures or displays that are fixed to the wall are tidy, appropriate and in keeping with nursery standards
- Make sure rooms, toilets and corridors are left clean, tidy and cleared away at the end of the day to include children's clothes and shoes, resources, cups, plates, utensils, food, drink etc.
- Ensure when using messy play items especially paint, cornflower etc., that any mess is cleaned up immediately after the activity, or as soon as possible



OPERATIONAL PLAN STANDARD 1 – Suitable Person
Supporting Documentation S1.29 Job Description for Early Years Apprentice/Student

- Ensure displays are changed regularly and in line with themes and seasons
- Ensure everything in the room that needs to be is appropriately labelled
- Ensure that appropriate signage is displayed correctly e.g. fire evacuation
- Answer the phone or entryphone system as appropriate
- Take responsibility for the cleanliness of any shared area that you are using, ensuring that they are left in the same condition that you would like to find them
- With appropriate support, follow guidelines on 'Communication Friendly Spaces' when setting up learning environments

Health and Safety Responsibilities

- Help maintain the safety and security of all children, employees and visitors to the Nursery
- Be familiar with the nursery's Health and Safety policy
- Help carry out regular assessments to ensure all nursery Health and Safety procedures are adhered to
- Ensure the cleanliness of the children at all times
- Ensure Accident and Incident records are maintained correctly
- Ensure that any health and safety concerns are reported to your Room Lead in an accurate and timely manner
- Ensure child registers are kept correctly

Paperwork

This is a summary of the most popular paperwork which relates to the activities detailed above. Much of this paperwork is statutory and regulated by Ofsted, so is an essential part of what we are required to do. Please ensure paperwork is accurate, up to date, neat and tidy, correctly spelt and well written. If you have any reservations about your abilities with paperwork (such as dyslexia) then please have your work checked by the office or other suitable team member.

- Child profiles and observations
- Memory books
- Risk assessments
- Policies and procedures
- Nappy charts and changing procedures
- Medication forms
- Parent Handover Forms
- Accident and incident reports
- First Aid Checklists
- Registers
- Permission forms (outings paperwork)
- Room displays
- Cleaning rotas, toys, bins etc
- Snack and Meal information via Dayshare
- Track and log parental observations