

### **Brambley Day Nursery Job Description**

<b>Job Title:</b>	Nursery Apprentice
<b>Reports To:</b>	Nursery Manager / PreSchool Manager (BL) Assistant Manager (BC) / Nursery Supervisor
<b>Level:</b>	Unqualified / Level 2
<b>Working hours:</b>	Between 7.30 a.m. to 6 p.m.
<b>Date reviewed:</b>	21 <sup>st</sup> July 2025

#### **Purpose of Post:**

As an apprentice you will be training to be a Nursery Practitioner and contribute to providing a high-quality caring environment for children. This includes creating a warm, friendly and stimulating atmosphere in which the children can develop emotionally, socially and educationally through individual attention and group activities. You will also develop key knowledge and skills based on working towards level 2/3 qualification, adapting all into practice. You will build confidence in having professional relationships with your colleagues, children in your care and parent partnerships.

#### **Key Areas:**

1. To work with a range of children aged 6 weeks to 5 years
2. To attend training/ staff meetings/ team building days
3. To complete all assignments set
4. To work as part of a team
6. To liaise with your designated mentor
7. To support learning and targets for the children
8. To talk with parents about their child's day and development
9. To meet deadlines including own targets and the nurseries
10. To assist with cleaning
11. To set up engaging activities to promote learning opportunities
12. To complete daily entries on the Family app regarding activities and children's individual routines

#### **Duties and Responsibilities –**

1. Attend all college appointments, this can be in person or via teams. It is your duty to complete assignments on time and liaise with your tutor as often as you need to, setting and completing targets as you progress.
2. Under supervision, provide all aspects of care for children including washing, changing and feeding.

3. To follow routines in the room, demonstrated by their colleagues. Help out with the cleanliness of the nursery (cleaning up after mealtimes, hoovering, wiping down toys).
4. To provide positive, appropriate adult interaction with the children.
5. To be aware of the Nursery policies, and to follow them consistently.
6. Teamwork - Support the staff team, engage in a good staff team and complete all tasks set.
7. To attend ALL out of working hours activities, e.g. training, monthly staff meetings, parent's evenings, team building days, Christmas celebrations.
8. To get to know how we run as a setting – focus weeks, assessments, two-year checks.
9. To provide learning opportunities for the children.

**General:**

- Contribute to high standards of hygiene and cleanliness in Nursery.
- To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the trainee's supervisor from time to time.
- To respect the confidentiality of information received – read GDPR and confidentiality policy.
- To ensure the provision of a high-quality environment meets the needs of individual children from differing cultures and religious backgrounds, and stages of development.
- To be aware of the high profile of the Nursery and to uphold its standards at all times.
- To be aware of all emergency and fire evacuation procedures.
- To understand that as part of training you may be required to visit our sister nursery Brambley Cottage / Brambley Lodge from time to time.
- To be flexible in hours and duties in order to meet the needs and requirements of the Nursery.

**Additional requirements** - to update own knowledge of new childcare legislation and practices in East riding.

**Dress Code and Personal Conduct:**

You will be expected:

To present a clean and smart appearance at all times:

- Only ear studs to be worn no dangling earrings or hoops that children can pull at
- Hair to be kept neat and tidy and to be tied back if longer than chin length.
- A change of slippers / indoor shoes to be worn in the nursery rooms at all times.
- To ensure appropriate uniform (supplied) is worn with black/navy trousers.
- Uniform must be worn at all times whilst on duty. Appropriate shorts (tailored and knee length) are allowed to be worn in high temperatures.

- Wear PPE when being present at mealtimes and also for changing nappies.
- Shoes must be black, full shoes (not open backed).

These measures help us to meet the criteria as stated in Health and Safety at Work legislation and they also protect against injury to you and the children your care.

**Illness:** If, for any reason, you are unable to attend your place of work you must inform the Nursery Manager or Preschool Manager. This should be done before, or as soon as possible after, 7.15am. You must also call the Nursery before 3pm to inform them whether you will be fit for work on the next working day. If you have a Doctor's note you should send this to the Nursery as soon as possible and inform them of the date that you will be fit to resume your duties.

**Emergency Procedures:** All staff must be aware of all company emergency procedures, including fire, first aid, whistle blowing and safeguarding children.

**Induction:** All staff members must complete the company induction, read and be familiar with all company policies and procedures. You will also be given a room induction to complete and receive a copy to keep so you can refer back to. All Health and Safety policies and documents must be read and understood.

### Conditions of Employment

This Job Description is not intended to be a complete inventory of all the activities the job holder would be expected to undertake. The post holder is required to comply with all the nurseries policies and procedures and to meet his/her responsibilities under the Health & Safety at Work Act. This Job Description will be subject to review and change in light of future developments. The post holder will be actively involved in the review with the Nursery Directors.

**Date of commencement in post: .....**

<b>Title:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Employee</b>			
<b>Nursery Manager</b>			
<b>Nursery Director</b>			