**Ark ALPHA Nursery – Nursery Apprenticeship scheme**

**c/o Ark Ayrton Primary Academy**

**Portsmouth, PO5 4LS**

**Great opportunity to join a new Ark academy in Portsmouth**

ALPHA Nursery is looking to support an enthusiastic applicant on an apprenticeship scheme working 36 hours within the nursery (a rota operates between 7.15 am – 6.00 pm) which will include training time at college. The apprenticeship is fully funded and will commence as soon as possible and will last for one year, the successful applicants will be expected to complete an NVQ level 2 or 3 within this time.

You must be 16-24 years of age to qualify for Government funding and be able to commit to study and daily duties within the nursery. You will be able to work independently and as part of a team, maintaining a professional and friendly manner at all times. A training wage of £126 per week is offered to support candidates.

**Our ideal candidate will have:**

* A sense of responsibility with a consistent and fair approach
* An awareness of safety and hygiene
* The ability to use own initiative and to work as part of a team
* A genuine passion and belief in the potential of every child
* A helpful, positive, calm and caring nature with a good sense of humor
* Be committed to ARK Schools’ ethos of high expectations and no excuses.

To apply please go to: <https://goo.gl/8SUHiB> . The deadline for applications is **11am, Friday 4th August 2017**

If you have any queries or wish to discuss the role further, please contact Julie Ayrton/Chris Koné on [enquiries@arkalphanursery.org](mailto:enquiries@arkalphanursery.org)

For technical queries, please contact the schools recruitment team on 0203 116 6345 or [recruitment@arkonline.org](mailto:recruitment@arkonline.org)

**Deadline:** **11am, Friday 4th August 2017**

**Interview date** Week of the 14th August 2017

**Location:** Portsmouth, PO5 4LS

**Salary:** Training wage of £126 per week

**Start date:** September 2017

Ark Schools is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check. Ark is always happy to receive speculative applications from excellent teachers and support staff.

**APPRENTICESHIP IN CHILDCARE**

**JOB DESCRIPTION**

**Grade: Training Wage of £126.00 per week**

* Government funding applies to applicants aged 16 – 24 years old. Applicants over 24 years old will have to self-fund training.
* Typical length of training opportunity lasts approx. 12 months, this will be reviewed to each individual.
* All applicants will be welcome to apply for permanent qualified post if a vacancy occurs at the end of training

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**JOB PURPOSE**

Under the direction of the qualified nursery staff to assist in providing a high standard of childcare for children aged between 3 months - 8 years within a stimulating and friendly environment that is physically and emotionally secure.

Children's welfare must be of paramount importance.

To commit to and work towards achieving NVQ qualifications, technical certificate and key skills with the aid of a reputable training agency and the nursery staff.

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**Key Tasks**

* Assist the team with specific tasks activities relating to the children attending the Nursery.
* Assist in maintaining, at all times, a high standard of professional conduct and a child centred approach to the care provided.
* Assisting others with the implementation of a range of activities to ensure that the physical, intellectual, emotional and social needs of each child are properly met.
* Highlight any concerns over the children to qualified staff.
* Abide by nursery policies and procedures for record keeping of accidents, medicines, behaviour and other issues.
* Assist in preparing materials and equipment at the start of each session and clearing away at the end. All toys, equipment rooms and play areas must be kept safe and hygienic at all times and as clean and tidy as is practicable. This will involve damp dusting, minor cleaning and mopping up of spillage, etc, but will exclude major cleaning.
* To assist staff in ensuring that toys and equipment are properly used, withdrawing immediately or rendering harmless any potentially dangerous items and arranging repair or proper disposal thereafter. Also reporting, immediately to superiors, any repair or maintenance work required to the fabric of the building.
* Ensuring that staff are kept informed of the physical and emotional security of the children, and that anything about a child that gives cause for concern is reported to the Manager immediately and acted upon accordingly.
* Assist in comforting sick or injured children, when appropriate.
* To be responsible for your own health, safety and welfare as well as the users of the Nursery in both normal and emergency situations in accordance with Nursery guidelines. Also being fully conversant with fire drills and other emergency procedures and taking responsibility for the children under your care.
* Assist in supervising the children at meal times, and assisting with feeding as necessary.
* Assisting other staff in attending to the physical needs of the children (aged 3 months to 8 years). Generally fostering their development, independence and self-reliance.
* Adopting a flexible and teamwork approach to work at all times including providing the necessary cover for other staff in emergency situations, etc, as directed by and within the limits of registration requirements. When necessary staying late with children ensuring that emergency arrangements are made for them to be reunited with thier parent/guardian(s).
* Commit to and work towards achieving NVQ qualifications with the aid of a reputable training agency and nursery staff.
* You will work 36 hours per week at the nursery this includes your training time.

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**Special Conditions**

To assist in covering opening hours of the Nursery (7:15am - 6:00pm) as requested. Staff meetings will be held after 6:00pm on the first Monday of each month, which this will be part of the working week.

Safeguarding issues must be dealt with the appropriate training and updated as required.

All staff are required to gain and maintain a current first aid certificate and DBS clearance at enhanced level.

This is a 12-month training contract from start date. A permanent position may be available after training depending on situations vacant at time.

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**Corporate Responsibilities**

1. The above range of duties and responsibilities is not exhaustive; postholders will be expected to perform work of similar level and responsibility when requested to do so.

**PERSON SPECIFICATION**

POST TITLE: Trainee Nursery Assistant

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|  | ESSENTIAL | DESIRABLE | HOW  ASSESSED |
| EDUCATION & TRAINING  Childcare related courses  First Aid Certificate  2 GCSEs (Grades A-C) or equivalent for Level 3 only | X | X  X | App/Cert.  App/Cert.  App/Cert. |
| EXPERIENCE  Some relevant childcare experience |  | X | App/Int. |
| KNOWLEDGE  Basic understanding of Health and Safety | X |  | App/Int. |
| SKILLS & ABILITIES  Team Worker  Good listening skills  Good observational skills  Able to work on own initiative  Communication skills:   * with children * with colleagues | X  X  X  X  X  X |  | App/Ref/Int.  Ref/Int.  App/Ref/Int.  App/Ref/Int.  App/Ref/Int.  App/Ref/Int. |
| OTHER  Enthusiasm for the role  Personal Development | X  X |  | App/Ref/Int.  App/Int. |

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| **KEY**  **App - Application**  **Int. - Interview**  **Ref - Reference**  **Cert. - Certificate** |

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies.  In order to meet this responsibility, we follow a rigorous selection process. This process is outlined* [*here*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check*