



## JOB DESCRIPTION

**POST:** NURSERY/EYFS ASSISTANT APPRENTICE  
**REPORTS TO:** EARLY YEARS LEAD  
**POST DETAILS:** Fixed term (1 year), time only, Mon – Fri  
42.5 hours per week 8.00 am – 5.30 pm with 1 hour for lunch  
(8.5 hours per day)

The post holder is accountable to the Early Years Lead in all matters relating to this post. All staff are ultimately responsible to the Headteacher.

### **Purpose:**

To support the delivery of high-quality early years education and care as part of a dedicated team, while working towards a recognised early years qualification. The Nursery Assistant Apprentice will assist in creating a safe, stimulating, and nurturing environment for children aged 0–5, contributing to their development in line with the Early Years Foundation Stage (EYFS). Under the guidance of experienced practitioners and the Early Years Lead, the apprentice will gain hands-on experience, develop professional knowledge and skills, and play an active role in promoting the wellbeing and learning of all children in the setting.

### **Main Duties and Responsibilities**

1. To support fellow educators/practitioners to deliver the setting's curriculum and standard of practice.
2. To work towards an early years qualification with support from the setting's staff and training provider.
3. To seek support from members of the team to assist your learning.
4. To work closely with children aged 0-5 years old, looking after their daily needs such as feeding, nappy changing and toileting.
5. To work as part of a team to deliver and meet the requirements of the Early Years Foundation Stage for all children.
6. To plan, provide and support age-appropriate play opportunities in line with the curriculum and individual needs of the children in your care.
7. To ensure the safeguarding and welfare of all children in your care.
8. To observe, assess and record children's learning and development progress.
9. Provide an enabling environment that meets the needs of each unique individual child.
10. To build and maintain positive relationships with parents/carers.
11. To adhere to and follow the setting's policies and procedures.
12. To attend regular team meetings.
13. To ensure standards of health and safety, hygiene and cleanliness are maintained at all times.

14. To attend additional training events and meetings as identified by the Setting Manager for training requirements.
15. To liaise and work in partnership with external agencies (both statutory and voluntary) to support children within the setting as appropriate.

*Please note that this is not an exhaustive list of duties. The room leader will be required to undertake any other reasonable duties outlined by the EYFS Lead.*

### **Essential qualities and skills**

	<b>Essential</b>	<b>Desirable</b>
Qualifications and Experience		<p>GCSE Maths and English or equivalent at grade 4/C or above</p> <p>Experience working with children</p> <p>Basic Food Hygiene certificate</p> <p>Understanding of safeguarding and child protection</p> <p>A Paediatric First Aid qualification completed within the last three years</p>
Specialist Knowledge		<p>Understanding of the EYFS</p> <p>Knowledge of The Childcare Act (2006)</p> <p>The use of ICT to effectively support teaching and learning and to monitor children's progress</p>
Skills and Abilities	<p>Good organisation and time management skills</p> <p>Ability to communicate confidently and professionally with a wide range of people, both written and verbally</p> <p>To promote and portray the setting's aims positively</p> <p>Be reflective and evaluative</p> <p>Work well under pressure</p> <p>Be imaginative and creative</p> <p>Desire to continue with CPD</p>	<p>A basic understanding of childcare</p> <p>A good standard of IT skills</p>

## **General**

- To promote and support Talbot Heath's culture of "Honour before Honours" and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of pupils in your care or that you come into contact with in accordance with Talbot Heath School's Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Talbot Heath policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to the Facilities Manager immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by up-dating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To be courteous to colleagues and provide a welcoming environment to visitors.

## **Additional Information**

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Head or nominated representative (in consultation with the post holder) to reflect the changing needs of the Talbot Heath School.

*Talbot Heath School is unable to employ anyone who does not have the legal right to live and work in the UK. This evidence must be produced at the interview stage of the process.*

*Talbot Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and has an Equal Opportunity Policy. The successful applicant will require an Enhanced DBS check.*

*The position will involve regular contact with children and therefore is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exemptions Order 1975, 2013 and 2020. It is an offence to apply for this role if barred from engaging in regulated activity relevant to children.*

*Talbot Heath School is a registered charity (number 283708) existing to provide high quality education for children.*