



RGS
DODDERHILL

Early Years Apprentice

Early Years Apprenticeship

Start Date: September 2025 or as soon as possible

Responsible to: Early Years Lead, Head of Early Years and Headteacher

Location: RGS Dodderhill

Working hours: 37.5 hours per week, including one dedicated day for study/training. Term Time Only, Plus 20 days in Holiday Club at RGS The Grange and 2 INSET days.

Contract Length: This is a fixed term contract in line with the length of the Early Years Apprenticeship, there is no guarantee of a role post qualification.

Job Purpose

To learn and develop the skills needed to work as part of the Pre-School or Early Years team, under the guidance of experienced staff, providing a safe, stimulating, and high-quality learning environment for young children. The role will combine practical work experience with structured training towards an accredited Early Years qualification.





Early Years Apprenticeship

Job Description

Key Tasks and Responsibilities

Professional Conduct and Attitude

- Demonstrate a high standard of professional conduct at all times.
- Maintain confidentiality in all dealings with pupils, parents, staff, and external agencies.
- Show enthusiasm, initiative, and a willingness to learn from colleagues.
- Be adaptable and flexible in response to the needs of the setting.

Teaching and Learning Support

- Assist with the preparation and organisation of daily activities.
- Support children in both individual and group activities, following the guidance of Room Leaders and/or the Head of Early Years.
- Help deliver activities linked to the Early Years Foundation Stage (EYFS) curriculum.
- Contribute to observations and simple record-keeping under supervision.
- Support children's physical, emotional, and social development.
- Work alongside other professionals and staff to meet the needs of all children.

Pastoral Care

- Supervise children during cloakroom, toilet visits, and mealtimes.
- Support outdoor and indoor play sessions.
- Assist with before and after-school care where required.
- Help children when changing for PE, games, or swimming.
- Promote positive behaviour and help children develop self-confidence and independence.

Administration and Environment

- Keep learning and play areas tidy, safe, and well-resourced.
- Assist with the creation of displays and presentation of children's work.
- Support routine administrative tasks such as photocopying and preparing resources.
- Attend meetings, training sessions, and development opportunities as part of the apprenticeship programme.

Training and Development

- Participate fully in one dedicated learning day per week as part of the apprenticeship.
- Work towards completing the agreed Early Years qualification within the apprenticeship period.
- Take an active role in reflective practice and seek feedback to improve skills.



Key tasks and responsibilities continued

HOLIDAY CLUB

All members of the Early Years teams are contracted to work a minimum of 20 days throughout the year within our Holiday Club at RGS The Grange. Duties and responsibilities when working in Holiday Club include:

- Ensuring that the programme of activities delivered is interesting, valuable and appropriate to the children using the facilities by providing a variety of play and learning opportunities and identifying and accommodating changing needs.
- Ensuring the safety and well-being of club users through checking equipment, undertaking first line child protection measures and organising activities appropriate to the users at any given time.
- Ensuring that parents, carers and other visitors are made to feel welcome on visiting the Holiday Club and that they receive appropriate information and advice.
- Maximising the learning value of the activities by providing planning for your allotted sessions to the Holiday Club Manager and evaluating activities.
- Evaluate events and activities and contribute to the development of Holiday Club including making recommendations for change and development of the activities.
- Supervise children to ensure safe use of equipment and facility without endangering themselves or other users.
- Be aware of safeguarding children issues and the School's Safeguarding children policy, reporting areas of concern to the Holiday Club Manager.

The post holder should be aware that the above job description is not exhaustive. The Early Years Apprentice will be expected to undertake any other duties as can be reasonably expected of them by the Early Years Lead and Headteacher. The post holder should be willing to partake in all activities that positively contribute to the life of the school. Any changes to the above description will be done in a timely manner and in consultation with the post holder.



Early Years Apprenticeship

Person Specification

Competencies

- Positive, motivated, can do attitude - **Essential**
- Good interpersonal, organisational and communication skills - **Essential**
- Ability to deal sensitively with children and parents - **Essential**
- Able to work under direction but use initiative as the situation demands - **Essential**
- A nurturing character - **Essential**
- Willingness to learn and take on feedback - **Essential**
- Creative approach to play and learning activities - **Desirable**
- Problem-solving skills appropriate to role - **Desirable**
- Team player with a supportive approach - **Essential**

Knowledge and Experience

- Genuine interest in working with young children - **Essential**
- Some awareness of the EYFS curriculum - **Desirable**
- Some awareness and understanding of SEN - **Desirable**
- Basic IT skills (e.g. Email, Word, Powerpoint, Excel) - **Essential**
- Experience of working or volunteering with children - **Desirable**

Education

- GCSE English and Maths - **Essential**
- Enrolment on recognised Early Years Apprenticeship programme - **Desirable**
- Relevant First Aid Qualification - **Desirable**

RGS Dodderhill

Introduction

RGS Dodderhill is an independent school on the outskirts of Droitwich Spa, Worcestershire, with approximately 180 pupils between the ages of 2 – 16 years. The School has Nursery, Prep and Senior Sections. RGS Dodderhill is part of The RGS Worcester Family of Schools, with RGS Worcester being a fully co-educational senior school in Worcester; and a Prep School - RGS The Grange (two miles north of Worcester City Centre in the village of Claines), and RGS Springfield (a two minute walk from RGS Worcester in Britannia Square) which will exclusively be a Nursery from September 2025.

History

Dodderhill School was founded in 1945 as the senior girls' school of Whitford Hall, a well-established prep school located in Bromsgrove. In 1999, Whitford Hall moved to Droitwich and was known as 'Whitford Hall and Dodderhill School' until 2006. It was then Dodderhill Independent School for Girls. On 30 April 2019, Dodderhill School merged with The RGS Worcester Family of Schools, and is now known as RGS Dodderhill. In September 2021, RGS Dodderhill Prep School became co-educational, whilst the Senior School remains girls from 11 to 16 years with many of the girls then progressing to the Sixth Form at RGS Worcester.

Facilities

Set within seven acres, the School has superb facilities onsite with first class Music facilities, a Sports hall which is also a Drama and Performance space and specialist Art, Textiles, Food Technology, IT facilities, an Astro turf and extensive grounds. All classrooms are equipped with IT facilities and each member of staff has the use of a laptop computer and iPad. In addition, as a member of the The RGS Worcester Family of Schools, RGS Dodderhill has access to 50 acres of grounds at RGS The Grange as well as the Worcester International Hockey Centre, which RGS shares via a joint venture arrangement with Worcester Hockey Club. RGS Dodderhill is supported by an extensive transport network of minibuses which includes a shuttle from Droitwich Spa train station.





Process of Application

All candidates are required to apply via the TES online application form (no CVs will be accepted). RGS reserves the right to close applications early if a suitable calibre of candidates apply; candidates may be called early to interview.

The RGS Worcester Family of Schools is committed to cultivating and preserving a culture of inclusion and connectedness. We are able to grow and learn better together with diverse staff. The collective sum of the individual differences, life experiences, knowledge, innovation, self-expression and talent that our staff invest in their work represents not only part of our culture, but our reputation and The RGS Worcester Family's achievements as well. In recruiting for staff, we welcome the unique contributions that you can bring in terms of your languages spoken, culture, ethnicity, gender, gender identity, transgender, age, disability, sexual orientation, religion and beliefs. We also want you to achieve your absolute best during the recruitment process. Please let us know of any changes we can make at any point that will help support you in completing an application.

Rehabilitation of offenders: This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the DBS filtering guide.

Candidates should be aware that if shortlisted, an online search will be conducted as an additional safeguarding check.

The Governors of RGS Worcester are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Registered Charity No. 1120644

Staff appointed to The RGS Worcester Family of Schools are enrolled in the AVIVA Pension Trust for Independent Schools pension scheme (APTIS), which is a Defined Contribution scheme designed specifically for staff in the independent education sector. Through APTIS, we offer a competitive and sustainable pension package. As your employer, we contribute 10% while your contribution would be a minimum of 3%, ensuring a solid foundation for your retirement planning. APTIS also provides flexibility and benefits tailored to your needs.

'Charming, wholesome and uncomplicated, this is a small school that thinks big'

- The Good Schools Guide



How to find us

By Road

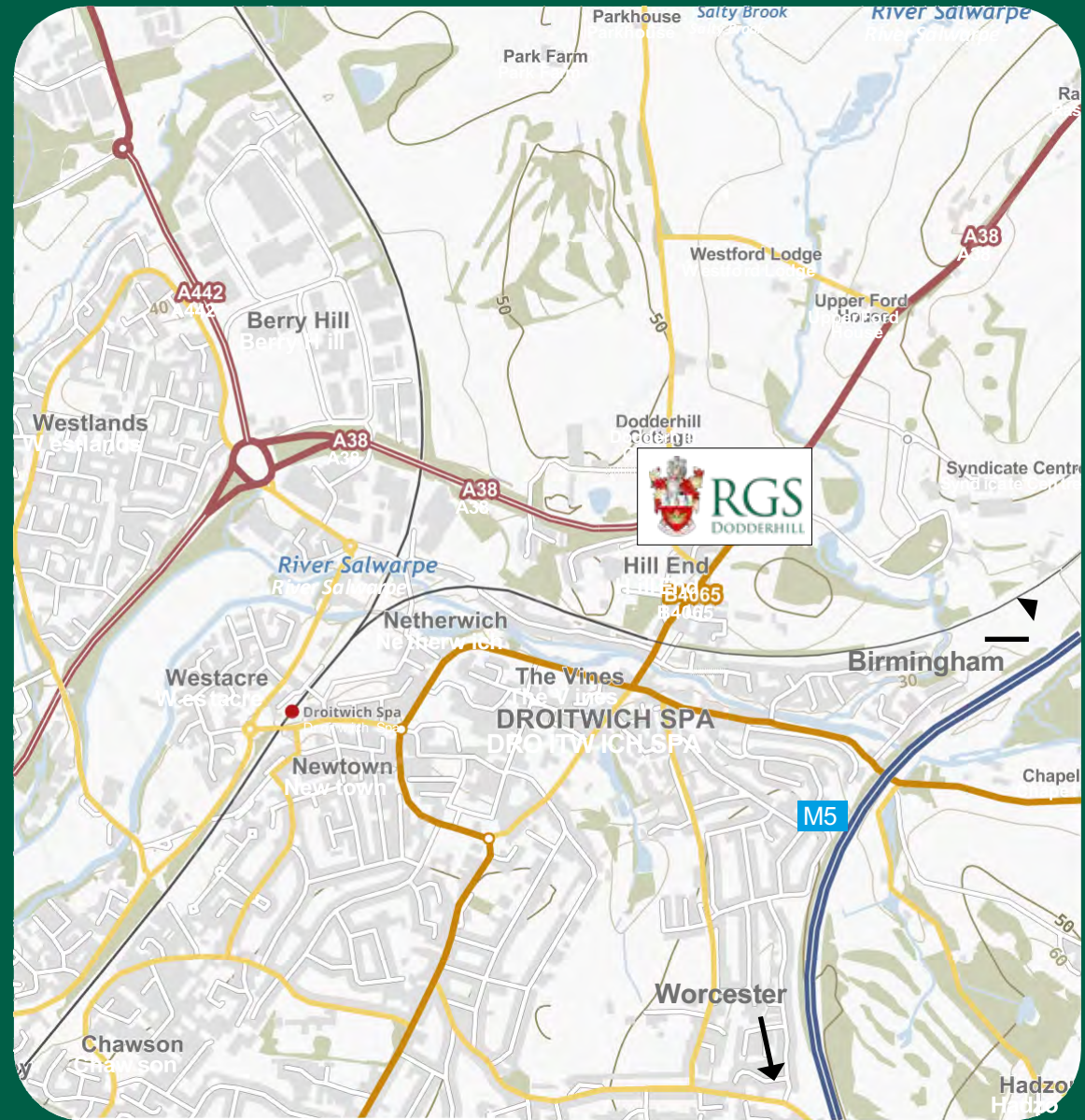
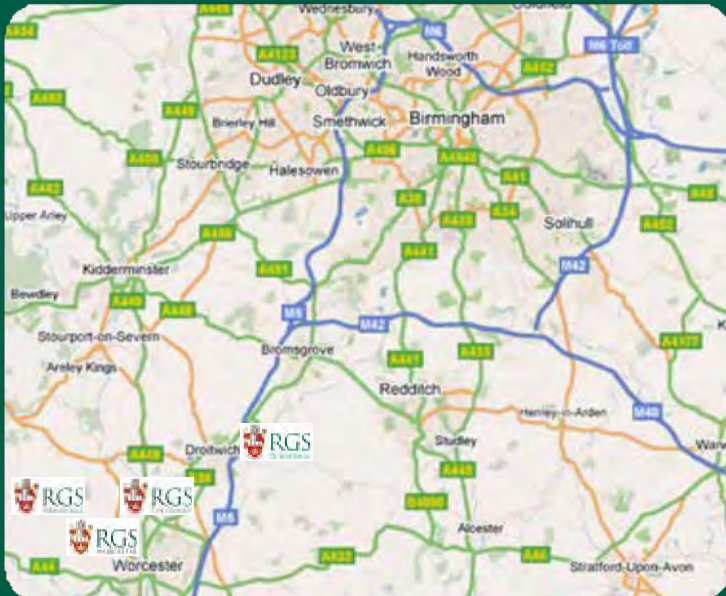
The most direct route is via the M5. Leave at Junction 5 and take the A38 exit to Droitwich. At the roundabout, take the 1st exit onto A38. Turn left onto Bromsgrove Road/B4065. Turn right onto Dodderhill Road. The School is on the left hand side and is identified by the 'RGS Dodderhill' sign.

Parking is available on site.

By Rail:

The closest railway station is Droitwich Spa.

On arrival exit the station. Head north-east towards Union Lane and turn right onto Union Lane. Turn left onto Ombersley Way and at the roundabout, take the 1st exit onto Saltway/B4090. Turn left onto Bromsgrove Road/B4065. Turn left onto Dodderhill Road.



RGS Worcester | RGS The Grange | RGS Springfield | RGS Dodderhill

Upper Tything, Worcester WR1 1HP Tel 01905 613391 Fax 01905 726892 Email office@rgsw.org.uk Web www.rgsw.org.uk

The Royal Grammar School Worcester is registered as a private company No. 6251081 limited by guarantee. Registered office: Upper Tything, Worcester WR1 1HP | Registered charity No. 1120644