



Stepping Stones Day Nursery

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Job Description - Apprentice Early Years Educator

Main Purpose:

- To provide a broad range of stimulating experiences and activities that support children's development in personal, social, spiritual and cultural understanding; language, literacy and communication; mathematics; knowledge and understanding of the world; and creative and physical abilities.
- To provide equal opportunities for all children regardless of race, ethnic origin, religious belief, disability or sex.
- To ensure a safe, clean, positive and enabling environment for children, parents and staff.
- To observe, assess and support children's individual development in line with EYFS requirements.

Context:

- Working with children
- Working with staff team
- Liaising with parents/carers
- Liaising with other professionals where required

Responsible to:

- Room Supervisor
- Deputy Manager
- Manager
- Owner

Key Responsibilities:

- Demonstrate understanding of confidentiality and maintain professional conduct at all times.
- Show initiative when carrying out routine and non-routine tasks.
- Demonstrate adaptability, flexibility and sensitivity to the needs of children, families and colleagues.
- To use specific training/knowledge of working with children and in early years to support all children's individual needs - working towards
- To have a strong understanding of the curriculum and be able to set up and enhance activities for all children in your room and complete high-level observations for your key children and support your team with these - working towards
- Participate in planning and arranging activities within the nursery - working towards
- Maintain accurate records and observations to assess each child's development - working towards
- Attend meetings, training and professional development opportunities as required.

- Assist in maintaining the cleanliness, organisation and safety of the nursery environment.
- Organise and maintain all relevant paperwork associated with your role.
- Approach all duties positively, constructively and enthusiastically.
- Undertake additional duties within capability and training where reasonably required to support the nursery and families
- Undertake certain domestic jobs within the nursery, e.g. preparation of snacks, meals, cleansing of equipment and such other duties and responsibilities of equivalent nature as may be determined from time to time by the Manager - working towards
- Work alongside the Room Supervisor, Deputy Manager, Manager and staff team to ensure that the nursery philosophy is fulfilled.
- To be open to attending training which may occasionally fall outside of your usual working hours.
- To ensure a professional image is maintained at all times and that you present as a positive role model.

Specific childcare tasks

- To support and facilitate the preparation and completion of activities to suit each individual child's stage of development and interests - working towards
- To ensure that meal times are a time of pleasant social sharing.
- Washing and changing children as required - when relevant training and inductions are completed
- Ensuring a poorly child is kept calm and supported whilst parents/carers are notified immediately in order for the child to be collected.
- To develop and maintain strong partnerships and communications with parents/carers to facilitate day-to-day caring and early learning needs.
- To ensure the provision of a high-quality environment to meet the needs of individual children regardless of any disabilities, family backgrounds or medical history.
- To be aware of the high profile of the nursery and ensure all staff uphold its standards at all times, both within work hours and outside.

Administration Duties

- Monitoring of children's records within the nursery and having them up to date for families - working towards
- Ensure all record keeping is accurate and up-to-date within your Nursery, including learning journeys of all children in your room and other rooms, sleep charts, accident forms and any other forms/records required for the child's welfare, learning and development - working towards

Requirements

- To hold a clear DBS check throughout your employment which is to be updated annually via the DBS update service
- To ensure the code of conduct is adhered to at all times.

Signed

Date

	Essential Criteria	Desirable Criteria
Qualifications and Training	<ul style="list-style-type: none"> • GCSE English and Maths at a pass or above • A willingness to fully commit to the training • To undertake any additional training as required 	<ul style="list-style-type: none"> • Paediatric First Aid • Basic Food Hygiene • Safeguarding Training
Experience	<ul style="list-style-type: none"> • A desire to want to work with and support young children 	<ul style="list-style-type: none"> • Experience of Early Years Education • Experience of providing care and education to children with a wide range of needs and abilities • Experience of working in the independent sector
Knowledge & Understanding	<ul style="list-style-type: none"> • Basic knowledge of how to provide for the care needs of babies and young children 	<ul style="list-style-type: none"> • Basic understanding of early childhood development and learning • An understanding of the early years sector • Knowledge of health and safety practices and procedures • Knowledge of the EYFS curriculum
Skills & Abilities	<ul style="list-style-type: none"> • Empathetic, caring, and dedicated to promoting children's development and well-being. • High levels of integrity, confidentiality, and honesty. • Self-motivated, able to take initiative, and creative in play. • Effective communicator, able to work with parents, colleagues, and external professionals such as your training provider • Ability to handle difficult conversations and work in a fast-paced environment. 	<ul style="list-style-type: none"> • Ability to observe and assess children's development • Record keeping and reporting • Adaptable and flexible and the ability to cope with changing needs