



Grafton Childcare

Flexible Family Based Childcare, Est. 1991.

**Job Description Early Years Apprentice Nursery Nurse
Full-time - 40 Hours a Week - Over Five Days**

Purpose of Post

- We are seeking a bubbly, kind and compassionate person, to train to become Level 3 qualified Nursery Nurse to join our expanding team to work with mostly our under 3 year olds.
- To contribute to 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.

Key Areas

To work with children and become a part of our small team. To attend all ongoing training towards the:-

- Level 3 Diploma in Children's Learning and Development (Early Years Educator)
- As well as Paediatric First Aid, Food Hygiene and Safeguarding Training.

Responsible to

One Senior Nursery Nurses and the Manager.

Hours of Work

- Three days a week 8.00 am - 4.30 pm (with a one hour lunch break between 12.00 pm - 1.00 pm)
- and
- Two days a week 8.00 am - 6.00 pm (with a 15 minute break between 10- 10.15 am and a one hour lunch break between 12.00 pm - 1.00 pm) for a minimum of 40 hours per week for 49 weeks a year,

With the possible flexibility to be available to cover until 6.00pm on days when other members of the team are on Annual Leave or Training Days etc for which you will be paid a bonus.



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Pay

- 40 hrs per week - **£156.00** minimum wage of 40 hours at £3.90 per hour

With the potential to earn an additional weekly bonus of up to **£15** each week for meeting agreed training and employment goals.

Main Duties and Responsibilities

- Undertaking training to obtain qualifications for a Level 2 Certificate for the Children and Young People's Workforce or the
- Level 3 Diploma in Children's Learning and Development (Early Years Educator) via our trainer, including completing assignments on time, and attending all training and tutorials as applicable.
- Working at part of the under 3 year olds team as Buddy to up to four children per day.
- Look upon the setting as a "whole" where your help can be most utilised, be constantly aware of the needs of the children.
- Contribute to good standards of hygiene and cleanliness in the setting.
- Assisting with the cleaning of the dining-room or conservatory after a cooking or art and craft session, putting away all the craft materials.
- Assisting with the setting up and/or clearing away outside activities including the sandpit, water trough, role play and PE equipment.
- To be flexible within the working practices of the setting. Being prepared to help where needed, including to undertake certain domestic jobs within the setting e.g. Clearing away after lunch, cleansing of craft equipment and toys, light domestic cleaning duties etc.
- To attend all staff meetings and contribute relevant ideas.
- Under supervision to provide all aspects of care for children including washing, changing and feeding, once satisfactory references, an Ofsted letter of Suitability and an enhanced Disclosure and Barring Service Check (DBS) have been satisfactorily completed.
- To assist with meeting the personal and emotional needs of individual children assigned to yourself.
- To assist with providing adult interaction with children in the setting.
- To be aware of the setting's confidentiality policy and respect the confidentiality of information received.
- To ensure the setting is a high quality environment which 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 setting and to uphold it's standards at all times, both whilst on and off the premises.
- To be aware of all emergency and fire evacuation procedures.



- To be aware of sections 7 & 8 of the Health and Safety at Work Act 1974.
- To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the Supervisors and or Manager from time to time.
- To understand that as part of your role you will be required to move around the setting and undertake a variety of tasks.
- To attend all staff team building events including the Staff Christmas Party, Open Days etc. as directed by the Manager.

Essential Skills, aptitude, knowledge and experience

- Enthusiasm for working with young children
- An interest in the care, learning and development of young children
- A positive approach to learning and gaining new skills through teamwork and training opportunities.

Personal qualities

- Punctuality, you will be expected to be arrive promptly to commence work, so that you will be changed and ready to commence promptly at 8.00 am.
- Good organisational and planning skills
- Reliability
- Trustworthiness
- Patience
- Able to work in small teams
- Flexibility

Qualifications which are Required

Candidates wishing to undertake a Level 2 and Level 3 should have a minimum level GCSE's in Maths and English at A-C grade, or similar. Or be willing to complete or retake their GCSE's as part of their Apprenticeship to enable themselves to reach the desired levels of Literacy and Numeracy once fully qualified and thus make themselves potentially eligible for a permanent qualified position as part of the team at Grafton Childcare.

