



Job Title: Nursery Assistant (Apprentice)

Job Purpose: To assist in the provision and maintenance of an emotionally secure, safe, consistent, supportive and caring environment appropriate to the individual needs of young children and their families, whilst working towards your NVQ Level 2 in Childcare.

Salary: £7,407.40 per annum

Contract: Fixed Term for 1 year, to complete training within this year.

Location: Brenty & Henbury Children's Centres

Reporting to: Lead Practitioner

Responsible for: Children, Students & Volunteers

Hours of work: 38.5 hours each week to cover between the hours of 8am and 5:30pm, Monday to Friday. This post is all year round.

Key responsibilities of the role include:

Take an active role in the day to day planning and delivery of the all-round care of the children in accordance with the Centre policies.

Duties and responsibilities include, but are not confined to the following:

1. Children

Take an active role in the day to day delivery of the all round care of the children in accordance with the Centre policies.

Support and maintain communication throughout the Centres.

Promote and value children's experiences within an anti-discriminatory framework.

Foster respectful and warm relationships with children by taking part in activities with them.

Take an active role in arrangement of daily activities to meet the developmental needs of each individual child in your care.

Ensure high standards of care and encourage personal hygiene with all of the children being consistently observant of their general health and welfare.

Maintain a child centred environment, reviewing room layout, appropriate displays and play materials to ensure the environment is stimulating and attractive.

Be aware of and implement all of the Centre's Policies including Child Protection, Equal Opportunities and Behaviour Management.

2. Children Centre responsibilities

Work as a member of the team while accepting the individual responsibilities of the post.

Undertake training and regular appraisals as part of your personal and professional development.

Monitor the conditions of the toys and equipment in terms of health and safety and report any concerns immediately.

Work in compliance with the health and safety policy at all times.

Serve meals and prepare snacks for the children, supervise mealtimes and clear away afterwards ensuring children are eating and drinking adequately.

Maintain the cleanliness of the nursery undertaking cleaning and laundry duties as required.

Undertake any other duties required in keeping with the aims of this post.

The post holder must all times carry out these duties and responsibilities with due regard to the Centre's Equal Opportunities Policy.

Individual Specification

Essential

1. Registered at college for a NVQ Level 2 in Childcare
2. Willingness to provide care & educational experiences for children under 5
3. Willingness to work towards the creation of a caring, safe atmosphere for all using the nursery/centre
4. Ability to communicate effectively, verbally and in writing
5. Willingness to attend to children's physical needs
6. Ability to work as part of a team

Desirable

7. Good organisational skills
8. Awareness of needs of children and families from Black and Other Minority Ethnic groups

BHCC is an equal opportunities employer. We welcome applications from people of all backgrounds including ex-offenders. We can only accept applications from candidates who have the right to work in the UK.