



# Job Description

<b>Job Title:</b>	<b>Nursery/Childcare Apprentice</b>
<b>Project:</b>	Manchester Settlement Nursery and Out of school provision
<b>Salary:</b>	£5.78ph £231 per week
<b>Hours:</b>	<p>40 hrs per week Monday to Friday between the hours of 7.30am and 6pm Flexibility around hours may be necessary to support the needs of the provision.</p> <p>5 weeks annual leave, plus public holidays</p>
<b>Duration:</b>	An initial 1 year fixed term contract aligned to the completion of level 2 studies
<b>Clearance required:</b>	Enhanced DBS Check and suitable references
<b>Responsible to:</b>	Deputy Manager
<b>Job Purpose:</b>	<p>Purpose of post</p> <ul style="list-style-type: none"> <li>• To be trained as a Nursery and /or Childcare Practitioner.</li> </ul> <p>To contribute to a high-quality caring environment for children in our Nursery and After School Club settings. 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.</p> <p>To safeguard children at all times.</p>

## Work for us

# Creating Cycles Of Community Change

We're looking for enthusiastic, motivated Nursery/Childcare Apprentices who can make a huge positive contribution to the lives of children and their families in North East Manchester. You must have a genuine

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passion for working with children, and have a nurturing, caring personality to be able to engage and support children's development and wellbeing.

As a Childcare/Nursery apprentice, you'll work from our community centre Nursery for most of your time, and occasionally on our Out of School clubs.

**If you're passionate about providing an exceptional service to children and the community, we'd love to hear from you!**

## Key areas

- To work with babies and children
- To attend all training as set out in your training agreement
- To complete all assignments set on time
- To work as part of the team
- To attend associated training deemed appropriate by the manager in consideration of your individual needs and wishes
- To liaise with mentor and manager.

## Duties and responsibilities

- College attendance/meeting with training provider and completing assignments on time
- To hold a general responsibility for safeguarding children at all times
- To attend team meetings and participate in sharing ideas
- Under supervision provide all aspects of care for children including washing, changing and feeding
- To assist with meeting the personal, social and emotional needs of individual children
- To provide adult interaction with children in the nursery and childcare settings
- To attend all training relevant to the role and deemed appropriate by the manager/training provider
- To be aware of the nursery's confidentiality policy and all other policies the manager deems appropriate
- Team work
- Support all staff and engage in a good staff team
- To attend out of working hours activities, e.g. training, monthly staff meetings, parents evening, fundraising events etc.



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## General

- Contribute to good standards of safety, hygiene and cleanliness in the nursery and After school club
- To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the trainee's supervisor from time-to-time
- The trainee's duties must at all times be carried out in compliance with the nursery's equal opportunities policy
- Look upon the nursery as a "whole" where can your help be most utilised? Be constantly aware of the needs of children
- To respect the confidentiality of all information received
- To ensure the provision of a high-quality environment to meet the needs of all individual children
- To develop and maintain strong partnerships and communications with parents/carers to facilitate day-to-day caring and early learning needs
- To be aware of the high profile of the nursery and after school club and to uphold its standards at all times
- To be aware of all emergency and fire evacuation procedures
- To be aware of sections 7 and 8 of the Health and Safety at Work Act 1974
- To understand that, as part of training, you will be required to move to other parts of the nursery.

All posts are subject to an enhanced DBS check, disqualification declaration and satisfactory references  
Manchester Settlement is committed to safeguarding children and equal opportunities.

Person Specification attached/below.



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Person Specification	Essential	Desirable	Where evidenced
<b>Education and training</b> Ability to study towards NVQ Level 2 or 3 in Early Years Childcare and Education or equivalent	X		Application Form
Level 2 qualification in English and maths , or Ability to study towards these qualifications	X		Candidates successful at interview will be assessed by our training provider
GCSE or above in qualifications related to health/social care or child development		x	Application Form
other <ul style="list-style-type: none"> <li>• Valid paediatric first aid qualification</li> <li>• Basic food hygiene certificate</li> <li>• Valid safeguarding/child protection certificate .</li> <li>• Other related training</li> <li>•</li> </ul>		X	Application Form

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Person Specification	Essential	Desirable	Where evidenced
<b>General and special knowledge</b> Knowledge of the Children Act (2004)/Childcare Act (2006) Basic awareness of the Early Years Foundation Stage Basic awareness of principles of child development		X  X  X	Application Form and interview
<b>Skills and abilities</b> Ability to communicate well with adults and children To be able to demonstrate the ability to work as part of a team Ability to write legibly Computer literate Good organisational skills Demonstrate creative ability.	X  X  X  X	X	Application and Interview

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Person Specification	Essential	Desirable	Where evidenced
<p>Any additional factors</p> <ul style="list-style-type: none"> <li>• Understanding of equal opportunities</li> <li>• Awareness of health and safety and practical hygiene issues</li> <li>• We are looking for individuals who can demonstrate a passion for childcare and have a good work ethic.</li> </ul>			<p>Application and Interview</p>

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