

JOB DESCRIPTION

Department:	Childcare & Education
Post:	Nursery Apprentice
Responsible to:	Room Leader
Job Purpose:	The role of the apprentice is to support the development and well-being of children, creating a safe, stimulating, and inclusive learning environment in line with the Early Years Foundation Stage (EYFS) framework, whilst completing a recognised Childcare qualification.

MAIN DUTIES AND RESPONSIBILITIES

Childcare

- Support the implementation of the Early Years Foundation Stage (EYFS) curriculum under the guidance of qualified staff.
- Assist in creating and maintaining a safe, welcoming, and inclusive environment where children feel secure and valued.
- Help plan and deliver engaging, age-appropriate activities that support children's learning and development across all areas.
- Observe children's behaviour and progress, recording key information to share with senior team members as part of the planning and assessment process.
- Provide support with children's personal care needs, including feeding, toileting, and hygiene, while promoting independence and dignity.
- Follow all safeguarding procedures, health and safety guidance, and nursery policies at all times to ensure the well-being of children and staff.
- Actively participate in all training sessions and complete coursework and assignments in line with the requirements of the apprenticeship program.
- Work effectively as part of a team, contributing positively to the nursery environment and communicating professionally with colleagues and families.
- Encourage the development of children's independence, confidence, and social skills through everyday interactions and play-based experiences.

Health & Safety

- Assist in maintaining a clean, safe, and well-organised environment that supports children's learning and well-being.
- Support the completion of routine health and safety checks in accordance with company policies and procedures.
- Follow the control measures outlined in company risk assessments to minimise potential hazards.
- Adhere to hygiene, health and safety, and COSHH regulations to contribute to a safe and compliant working environment.
- Comply with uniform and personal hygiene standards as outlined in the Employee Handbook and relevant policies.

- Promptly report any accidents, incidents, or health and safety concerns to the appropriate person to help safeguard children, staff, and visitors.

General

- Responsible for duties associated with the nursery playroom(s), such as maintaining children's records and any other duties as reasonably requested.
- Adhere to all Company policies and procedures.
- To meet deadlines as set by the Company and the training provider.

Other

Take annual leave with prior notice.

Additional Duties

- Safeguarding children is the responsibility of all members of Millfield Nurseries Ltd staff.
- Any other duties that your line manager sees fit, providing that such duties are appropriate to your role.
- Millfield Nurseries Ltd is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment, as such you are required to attend necessary child protection training and participate fully in activities that ensure the company stays compliant with statutory child protection and safeguarding guidelines issued to the company by Ofsted.

Millfield Nurseries Ltd (MNL) is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment, as such you are required to attend necessary child protection training and participate fully in activities that ensure the school stays compliant with statutory child protection and safeguarding guidelines issued to the Nursery by Ofsted.

Applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.

MNL will not unfairly discriminate against any applicant for employment on the basis of conviction or other details disclosed. MNL makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically bar them from employment with MNL. Each case will be decided on its merits in accordance with the objective assessment criteria.

All positions within MNL are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered "spent" except those received for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.

.. I understand the duties and commitment statement listed above.

.. I require clarification of the duties listed above.

Signed:.....

Print Name:

Date:.....