JOB DESCRIPTION

APPRENTICE NURSERY PRACTITIONER

BOLTON SCHOOL NURSERY

MAIN PURPOSE OF JOB:

To ensure that the children in attendance at Bolton School Nursery receive the highest possible standard of childcare and professional practice.

MAIN DUTIES:

- To assist the Nursery Management Team and other senior members of staff in the promotion and maintenance of a warm, stimulating and caring environment.
- To attend to any child's physical, emotional, social and cognitive needs whilst offering the child the opportunity to advance in their language development.
- To supervise children at snack and mealtimes, nurturing good manners and social skills.
- To assist in the planning, implementation and participation in variety of activities by age/stage of development appropriate to the child.
- To be aware of each child's ability encouraging and developing their self-esteem and independence during the day.
- To reflect non-racial and non-sexist attitudes through good nursery practice when dealing with children and parents at the Nursery. To welcome advice and assistance from our multi-cultural co-ordinator.
- To recognise the role that parents have already played in the early education of their child and that their continued involvement is crucial to successful learning.
- In consultation with the Nursery Management Team, Team Leaders and Parents, assist in identifying a suitable care plan when accommodating children with special needs.
- To ensure that the nursery is a safe and healthy environment. To report any concerns or problems to our health and safety coordinator, who in turn will advise the Nursery Management Team.
- To seek advice of a designated first aider in the event of a child having an accident at Nursery. To ensure completion of any necessary documentation at the time.
- To ensure and maintain the health, personal hygiene and dignity of each child in the Nursery.
- To carry out any other duties as may be required within the position of Nursery Practitioner.
- Comply with and promote the Foundation's Health and Safety Policies and Procedures and maintain a safe environment for children, staff and visitors ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.
- To be familiar with relevant policies and procedures and to take responsibility for promoting and safeguarding the welfare of the children and young people in School.

Nursery Duties Specific to the Care of the Young Child

- To implement the necessary health and safety, fire, accident and emergency procedures in accordance with Bolton School Nursery's policies.
- To carry out all nursery tasks in accordance with the shift/rota system. It may be necessary to carry out additional duties, temporarily, in the absence of colleagues.
- To liaise with colleagues when finishing a shift, advising them of any information which is to be relayed to the parents when the child is collected from Nursery.

Responsibilities and Duties to our Parents

- Excellent communication skills and the highest standards of nursery practice are required when liaising with our client group.
- To maintain a professional, friendly yet constructive relationship with parents of children at our Nursery and with prospective visiting parents.
- Any problems arising with any parent or child must initially be discussed with your team leader or Deputy Manager.
- To attend monthly staff meetings, occasional parents evenings and open mornings as and when required.

PERSON SPECIFICATION

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EDUCATION/TRAINING/QUALIFICATIONS	**ESSENTIAL/ DESIRABLE**	**EVIDENCE Application Form, Interview, Reference**
Current First Aid Certificate.	D	Application Form
GCSE Mathematics and English at grade 4 or above	E	Application Form
KNOWLEDGE/EXPERIENCE	**ESSENTIAL/ DESIRABLE**	**EVIDENCE**
Proven experience of providing childcare for age 0 to 5	E	Application Form & Interview & References
The ability to plan and organise relevant activities.	E	Application Form & Interview
PERSONAL SKILLS AND ATTRIBUTES	**ESSENTIAL/ DESIRABLE**	**EVIDENCE**
Competent and resourceful, able to use own initiative.	E	Interview & References
Caring, kind and approachable.	E	Interview & References
Excellent team worker.	E	Application Form & Interview & References
Conscientious and hardworking.	E	References
Ability to work calmly when under pressure.	E	Interview & References
Able to adapt to new situations.	D	Application Form & References
A flexible approach to work.	D	Application Form & Interview & References
Innovative and creative.	D	Application Form

TERMS AND CONDITIONS

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SALARY
The salary for this position is based on National Minimum Wage for Apprenticeships, which is currently £15,392 per annum.
HOURS OF WORK
Contractual hours are 37 per week to be worked on a shift basis according to the needs of the Nursery.
HOLIDAY
20 days annual holiday, additional days (determined annually) between Christmas and New Year plus public holidays.
LINE MANAGEMENT
Nursery Management Team
PENSION
The Governors of Bolton School will offer new employees the opportunity to join the Bolton School Group Personal Pension Scheme. The employee will be given the option to choose their contribution but as a minimum all members will be required to contribute 6% of their gross earnings and the School will contribute 10%. There is the option to join the Group Personal Pension Scheme on a salary exchange basis. If you choose not to join the Group Personal Pension scheme and you fall into the category of "eligible worker" you will be automatically enrolled into the School's alternative pension scheme, arranged via the Peoples Pension. The minimum employee contribution is 5% of "qualifying earnings" and the School will contribute 5%. Further details are available upon appointment.
OTHER BENEFITS
• Lunches will be provided free of charge on campus. • Free parking on site and an easily accessible campus with strong transport links (including being on a direct bus route). • Life Assurance cover up until the age of 65. • Access to a free Employee Assistance Programme. • Training and development opportunities will be offered. • Where appropriate fee remission arrangements will be offered for children to attend the Primary and Senior School. • In line with school policy employees will have the opportunity to arrange to educate their children from Nursery age to 6th form; all on the Bolton School campus. • Convenient, affordable, quality childcare provision will be available before and after the school day for children who are also Bolton School pupils. • Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts. • Warm and friendly community.

An online search will be carried out on candidates who are shortlisted for interview. The search will be completed by a member of staff who is not directly involved in the recruitment process and will be based on

information publicly available. The purpose of the check is to help identify any incidents or issues that have happened, and are publicly available online. Any information found that could potentially impact safeguarding or reputation will be passed to the hiring manager who will discuss any concerns with the candidate at interview before a decision is made regarding suitability.

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in their application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will be checked.

After the appointment is made the successful candidate will be required to complete a medical questionnaire, a check of the Children's Barred List will be done and an Enhanced Criminal Records Check will be carried out through the Disclosure and Barring Service. The School will seek two references prior to the interview.

As this role involves either working in early years provision, providing out of school care for children who have not attained the age of 8 or the direct management of such provision, satisfactory completion of a self-declaration form to confirm that the successful candidate has not been disqualified from working with children will be required.

The successful applicant will be required to complete a six-month probationary period.