



# HOPSCOTCH

Children's Nurseries

## JOB DESCRIPTION – APPRENTICE NURSERY PRACTITIONER

<b>Hours:</b>	42.5 hours per week all year round
<b>Holiday:</b>	28 days per annum pro rata inc 8 statutory holidays (3 days to be taken during the Christmas closure period)
<b>Salary:</b>	16-17 yrs £9,000, 18 + £12,265.50 - £17,680 per annum. These rates are above the national apprentice wage
<b>Benefits: (optional)</b>	Company Pension Scheme, Salary Sacrifice Scheme for childcare
<b>Probation Period:</b>	3 months from start date
<b>Contract Length:</b>	12 months from start date
<b>Notice Period:</b>	One calendar month

This post is subject to a Disclosure and Barring Scheme check at Enhanced level.

### Requirements

Two satisfactory relevant references

Satisfactory DBS disclosure check

To undertake relevant training towards a Hopscotch and Ofsted approved childcare qualification

To demonstrate that you can read effectively and are able to communicate clearly and accurately in spoken and written standard English.

### Desirable

Relevant skills for working with groups of children aged 0-5 years

### Main Duties

To implement and promote all Hopscotch policies and the Staff Rules.

To have an understanding of children's development, their needs and the provision of positive play.

To demonstrate a genuine care for children.

To care for and supervise the group of children assigned to them.

To ensure their safety at all times.

To take an interest in the children and their families, to treat them as individuals and with respect at all times.

To create an interesting and stimulating environment for the child to develop all their skills.

To provide at all times a warm and caring environment for babies and to be as consistent as possible regarding that environment.





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To provide support for any children with special needs and to liaise with senior members of staff to promote their welfare and development.

To ensure positive management of children's behaviour.

To carry out housekeeping duties as appropriate.

To ensure the ethos, implementation and legal requirements of the Early Years Foundation Stage.

To support a commitment to the theory and practice of equal opportunities.

To ensure an adherence to the health and safety policy relating to the provision of play.

To support senior members of staff to ensure put appropriate Child Protection procedures into practice.

To ensure that all information pertaining to Hopscotch, its operation, children, staff and parents remains confidential.

To support all co-ordinators eg, sendco and equal opportunities in their duties.

To be flexible and adaptable, to assist in all areas of nursery work and to provide support for other members of staff.

To assist in the keeping of development records and observations, and accident, incident and risk assessment records as appropriate

To be able to think and act quickly in a stressful or emergency situation, and to be aware of the correct procedures.

To attend staff meetings and training courses as directed by senior managers.

To attend regular out of hours training sessions as directed by course tutors in order to complete Level 2 Childcare Qualification.

To work as part of that team and contribute positively to the staff team. To provide a role model of good practice to other members of staff.

To go about your duties with a positive and enthusiastic attitude - to be organised, efficient, confident, hardworking and conscientious.

To promote at all times good relations between staff members, parents and children, and at all times promote the good name and ethos of Hopscotch.

To cover any other staff responsibilities as appropriate at the request of the Manager, particularly taking into account that unforeseen situations can occur when looking after children, and that the child's care and welfare is paramount at all times.





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## APPRENTICE NURSERY PRACTITIONER - PERSON SPECIFICATION

### Essential

A willingness to gain relevant qualifications, if appropriate.

A basic understanding of children's development, their needs and the provision of positive play.

A commitment to the theory and practice of equal opportunities.

An awareness of health and safety issues relating to the provision of play.

An ability to carry out light physical duties to include lifting babies and children, housekeeping tasks and setting up the learning environment.

An ability to work on own initiative.

An ability to communicate effectively with parents and build a relationship of trust with them.

To possess a reasonable standard of literacy and the ability to write reports as appropriate.

A willingness to learn the policies and procedures of Hopscotch and to abide by the staff rules.

A willingness to adhere to the Hopscotch dress code.

A willingness to work as part of and contribute positively to the staff team.

A willingness to attend staff meetings, training courses and nursery parent's evenings as appropriate.

A commitment to attend regular out of hours training sessions as directed by course tutors in order to complete Level 2 Childcare Qualification.

To possess a level of fitness to enable the lifting and handling of children and some equipment, the execution of light housekeeping duties and the ability to use a variety of cleaning products and personal protective equipment.

### Desirable

Relevant skills for working with groups of children aged 0 - 5 years.

First Aid certificate

Food Hygiene certificate

