

Name of Setting:	Play Studio Montessori Nurseries
Location:	9E Rigby Gardens Chadwell St Mary Essex RM16 4JJ
Job title:	Apprenticeship Early Years Worker
Hours of Work:	TBC
Reports to:	Room Leader
Salary	In line with apprenticeship rates
The Opportunity	Play Studio Montessori Nurseries is expanding! We are seeking enthusiastic, motivated, talented people who want to work in the education sector. We are seeking apprentices who are working towards becoming a Early Years practitioner and who could potentially become a part of our continued growth and success. This is a fantastic opportunity to work, study and gain knowledge in a state-of-the-art brand-new Montessori setting and work with talented practitioners. We are looking for apprentices who have a passion and drive for providing high quality care and education for children from three months to five years. You will become an excellent team player and role model to all staff and children.

Purpose of the role and responsibilities

The role of the Apprenticeship Early Years Worker is to shadow skilled practitioners to ensure that all children attending Play Studio Montessori Nursery receive high quality teaching and care, are kept safe and are provided with planned and stimulating play experiences which meet their individual needs and support all aspects of the Early Years Foundation Stage (EYFS) and Montessori curriculum.

The Apprenticeship Early Years Worker will shadow and learn how to support children's progress academically, emotionally, and physically in a prepared Montessori environment, that challenges each child to reach his/her full potential.

- To ensure all children are safeguarded and their welfare and safety is promoted
- To deliver a high standard of learning, development and care for children aged 0-5 years.
- To ensure that the nursery is a safe environment for children, staff and others.
- To be responsible for any tasks delegated by the Deputy Nursery Manager/Nursery Manager.
- To complete all academic aspects of the apprenticeship.
- To stay up-to-date with current changes to the education sector
- To work as part of a team to provide an enabling environment in which all individual children can play, learn, and develop.
- Operate a programme of activities that meet the individual needs and interests of children in your area in conjunction with other team members.
- To undertake Daily checks and Risk assessment
- To follow the nursery safeguarding procedure to ensure all children are kept safe, well and secure
- To be involved in out of working hours activities, e.g., training, monthly staff meetings, parent evening, fundraising events etc.

- To be flexible within working practices of the nursery. Be prepared to help where needed, including to undertake certain domestic jobs within the nursery, e.g., preparation of snack meals, cleaning, cleansing of equipment etc.
- Work alongside the Manager and staff team to ensure that the nursery's vision and philosophy is fulfilled
- Read, understand and adhere to all policies and procedures relevant to your role as deemed appropriate by the Manager
- Recording accidents via the accident forms. Ensure the manager on site has seen the report and knows what happened.
- Look upon the nursery, as a "whole" where your skill can be most utilised.
- To respect the confidentiality of all information received and that no information regarding the setting, children, families, staff and their families or situations are posted on social media sites or discussed with anyone off of the premises.
- Follow the nurseries policies and procedures for assessment and record keeping, meeting all due dates as required.
- Shadow in planning and preparing the learning environment.
- Attend and prepare for events such as Open Days/Evenings, Sports Day, Parent-Pupil, Outreach, Events, Trips etc
- Other job duties as assigned.

Specific childcare tasks

- To develop your role within the team
- To ensure that mealtimes are a time of pleasant social sharing.
- Washing and changing children as required
- To ensure good standards of safety, hygiene and cleanliness are always maintained.
- To ensure a poorly child is kept calm and warm, and management is notified immediately.
- To help facilitate day-to-day caring and early learning needs.
- To help ensure the provision is of a high-quality environment to meet the needs of individual children regardless of any disabilities, family backgrounds or medical history.
- To be aware of the high profile of the nursery and to always uphold its standards, both within work hours and outside

Our Commitment to Safer Recruitment

At Play Studio Montessori Nurseries, we have a culture of Safety. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff, contractors and volunteers to share this commitment.

We have several policies and procedures in place including, Safer Recruitment, Safeguarding and Child Protection, to ensure the welfare and safety of all the children in our care. We will work with external agencies and share necessary information when any concerns arise.

Your initial employment is conditional upon the provision of a satisfactory Disclosure and Barring Certificate of a level appropriate to your post. Proof of identity is required, and you will be required

to consent to subsequent criminal record checks from time to time during your employment as deemed appropriate by the Company. In the event that such certificate(s) are not supplied your employment with us will be terminated.

This job is exempt from the Rehabilitation of Offenders Act 1974, due to the nature of the role which involve working with children and vulnerable people.

Please note that Referees will be contacted prior to interview

(Proprietor)

Person Specification

Qualification	Essential/ Desirable
To be qualified to start a level 2 or 3 qualification in Children and Young Peoples Workforce or equivalent	E
Educated to minimum GCSE level with passes in four or more subjects two of which are English and Maths	E

▪ Valid paediatric first aid qualification	D
▪ Valid food hygiene certificate	D
▪ Fluency in written and spoken English.	E
▪ Commitment to continuous professional development	E
Experience	
▪ Experience of working/ studying in a culturally diverse setting	D
▪ Knowledge of implementing good quality learning	D
▪ Knowledge of the Early Years Foundation Stage and Ofsted statutory guidance.	D
▪ Recent experience working in a Preschool /Nursery setting	D
▪ Understanding of the Montessori Pedagogy	D
Skills and Abilities	
▪ Empathy and understanding of children under five.	E
▪ Excellent verbal and communication skills with children, parents, and staff.	E
▪ Ability to write reports and keep clear and accurate records.	E
▪ Excellent organisational skills.	E
▪ Administrative and basic IT skills.	E
▪ Calm and caring nature	E
▪ Able to work on own initiative	E
▪ Ability to deliver a quality service whilst under pressure	E
▪ Ability to work as part of a team	E
▪ An ability to carry out light physical duties to include lifting resources, babies and children.	E
▪ Housekeeping tasks and setting up resources	E
▪ A commitment to quality in all areas, with a high level of motivation and enthusiasm.	E
▪ A creative thinker.	E
▪ A good sense of humour	E