

# Job Description and Person Specification



## Nursery Apprentice

### 12/18 Months Fixed Term

<b>Salary:</b>	£15,499pa inclusive
<b>Leave:</b>	25 days per annum plus public holidays
<b>Hours:</b>	36 hours per week (full time)
<b>Reports to:</b>	Nursery Manager
<b>Location:</b>	This post will initially be based at the Main Campus, Isleworth. The post holder will be required to travel occasionally to the College's Skills + Logistics Centre site at Feltham.

**The purpose of the post is:** assist the Nursery Manager and Deputy Manager in the provision of high quality Education and Care for children within the Early Years foundation stage (between 3 months to 60 months) of students and staff at the College and the wider community.

#### **The main duties and responsibilities are to:**

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1. Contribute under the direction of the Nursery Manager and Deputy Nursery Managers and as part of a team, to the day to day running of the Nursery.
2. Work within a 'Key Person' system, taking responsibility for a group of children and looking after their needs in conjunction with the parent/carer and in line with the requirement of the current Early Years Foundation Stage Framework
3. Be aware of current childcare practices and development and recognise and encourage these needs in each child and maintain awareness of changes to childcare regulations.
4. Observe children in their play and record those observations and assess children's learning to plan further opportunities to extend the learning and development for each individual child's needs and interests in each areas of learning and development
5. Effectively track children's progress within the Early Years Foundation Stage and address any areas of learning and development concerns with the support of setting Special Educational Needs Co-ordinators and in partnership with parents and other relevant professional.
6. Offer a high quality of care and education, within a stimulating environment and exciting curriculum

7. Demonstrate an understanding of the importance of characteristics of effective learning and be able to provide a learning environment which supports and encourages each child to be engaged, motivated and develop critical thinking skills.
8. To ensure the setting of a high quality inclusive learning environment to meet the needs of individual children from differing cultures and stages of development.
9. Promote and support the safeguarding of children and young people in the nursery, ensuring setting policies and procedures are observed at all times.
10. To adhere to, promote and effectively implement the setting policies and procedures in all aspects of practice to ensure safe working practices for all service users including staff team and self.
11. Show flexibility and ability to change within the nursery routine including but not limited to working across the different age range and at different times/shift as required.
12. Promote a positive image of the nursery and college in all contacts with students, employers and professional bodies.
13. Carry out any other reasonably comparable duties that may be required from time to time.

# Person Specification

Please study the items in this person specification carefully and when completing your application form try to describe your knowledge, skills and experience in terms of those particular items:

1. Possess a Level 2 Literacy and Numeracy qualification or be willing to work towards these.
2. Possess appropriate IT skills relevant to the post, or be willing to undertake training.
3. Previous experience of caring for, or working with children aged 0-5 in a voluntary or paid capacity (Desirable)
4. Knowledge and understanding of children development from 0-5 years
5. Be able to demonstrate good oral and written communication skills.
6. Be able to demonstrate effective organisational skills, time management and use of own initiative.
7. Be able to provide evidence of the ability to communicate effectively to children and their parents.
8. Be able to demonstrate the ability to work effectively in a team.
9. A positive approach to learning and gaining new skills through teamwork and training opportunities as required for the role.
10. Ability to use initiative
11. Possess some knowledge of the current Early Years Foundation framework and have some experience of facilitating learning for children aged between 3 months to 5 years. (Desirable)
12. Have an understanding of multi-agency working and be able to communicate effectively with a wide range of agencies (Desirable)
13. Have an understanding and awareness Inclusion and equal opportunities; demonstrating a positive approach to these practices with children, parents and colleagues and other stakeholders.
14. Have a some knowledge of safeguarding and child protection issues within an early years setting (Desirable)
15. Have an awareness and understanding of Prevent and British Values

## **Equality and diversity**

West Thames College champions excellence, integrity, equality and respect. This means we aspire to the highest achievements for our students and the best possible working environment for our staff. The whole college community - women and men, younger and older, from different , social and ethnic backgrounds, a variety of faiths, cultures and languages, lesbian, gay and straight, disabled and non-disabled – we are all treated with the same respect and entitled to the same chances to succeed. We champion diversity because we know that a rich mix of people makes the college a more productive and creative place to study and work. And we champion equality because it is the right thing to do.

**Closing date: 27<sup>th</sup> June 2025**

**Reference number:**

**Interview date**

# Conditions of Service

**Contract:** Apprenticeship  
Full time  
Fixed term

**Salary:** £15,499pa inclusive

Please note the salary range for this post is a spot salary.

**Pension:** Staff are entitled to participate in the Local Government Pension Scheme subject to its terms and conditions.

**Annual Leave:** 25 days per annum plus public holidays plus up to 3 days Christmas efficiency closure

**Hours:** 36 hours per week – however we will allow study time during the working week to allow you to complete assignments

**Probation:** Employees who commence their employment between 1 September and 31 May inclusive will be subject to 26 weeks probation before their employment can be confirmed as permanent.

Employees, who commence their employment between 1 June and 31 August, and those with term time only contracts, will be subject to 36 weeks probation period before their employment can be confirmed as permanent.

The extended period of probation is ensure that there is an adequate period of “normal” working during which to provide support and assess an employee’s performance.

**Disclosure** The post will be offered subject to an enhanced Disclosure satisfactory to West Thames College which will be conducted by the Disclosure and Barring Service.