THE POST

College/Service: Family Centre, Campus services

Post: Apprentice Trainee Nursery Nurse Apprentice

Reference No: P45651

Grade: B3 £15,659 (75% of this £11,744.25)

Reporting To: Family Centre Manager

The above fixed term post is available to start Tuesday 30th August 2016 and finishes on Friday 24th August 2018 in the Family Centre.

Job Description

The Family Centre aims to provide a happy, safe, secure and stimulating environment in which care and education go hand in hand. We work for an environment in which each child can develop socially, emotionally, intellectually and physically at his/her own pace and where mutual care, concern and independence will grow. We work towards an environment of Group Harmony. All members of the staff team need to be receptive and positive about the concept of lifelong learning and training.

Main purpose of the job

To assist the Group Leader and management in providing a safe, high quality childcare and education service for parents. To maintain a willing upbeat positive professional manner at all times, recognising that you are always “On show”.

Main duties and accountabilities

Working with Children

- To establish a good relationship with all the children in the unit, valuing them as individuals and maintaining an environment where they will want to please and co-operate.
- To assist the Group Leader in operating a Key Carer system for a specific group of children.
- To willingly take part in the more domestic tasks associated with Child Care

Working as part of a team

- To assist the Group Leader in providing a happy, stimulating environment for the children where mutual respect is fostered
- To contribute to building a strong working team in the unit and the nursery as a whole
- To carry out cleaning and other menial tasks willingly and competently
- To adopt a flexible approach to the job and be tactful and diplomatic at all times
- To ensure that the Group Leader is given all relevant information when she is absent from the room
- To be able to multi task and see the big picture at the same time as work with small groups or individuals

Curriculum

- To contribute to the planning of the curriculum, ensuring that it provides a good basis for the children to develop well through the Early Years Foundation Stage.
• To help plan individual learning objectives and record progress.
• To contribute to ensuring that the learning environment is happy, stimulating and provides opportunities for each child to progress in all areas of development in a non-discriminatory way, which recognises the cultural diversity represented and the need for equal opportunity. He/she must be confident in challenging, (in a supportive, non-threatening manner) any discriminatory remarks made in the unit.
• To assist in the completion of observation/reports and the children’s development folders.

Health and Safety
• The Nursery Nurse Apprentice must be aware of safety issues and ensure that all the safety policies and risk assessments are adhered to at all times.
• He/she must try to pre-empt accidents and be able to check equipment, toys and unit play area for dangers.
• To ensure that children only leave with a known adult for whom we have permission.
• To learn be able to use the correct procedure to administer medication as authorised by parents.
• To be willing to undergo training in First Aid, Food Hygiene and Child Protection (where not already in place)
• The Nursery Nurse Apprentice must be fully aware of confidential issues and ensure that all elements of the confidentiality policy and codes of practice are adhered to at all times.
• The Nursery Nurse Apprentice must be fully aware of “Safeguarding” Issues and ensure that all elements of the Safeguarding Policy and codes of practice are adhered to at all times.
• All staff employed at the Family Centre MUST abide by the Policies and Procedures as well as the systems of work.

Parents; Initially Apprentices are not expected to be dealing with parents but as time progresses you would need to learn to
• give positive feedback to and engage in a relationship of mutual respect with all parents, recognising them as the main care givers and educators
• To be able to share advice and give information, if requested, in the continuing process of education

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility. The Nursery Nurse Apprentice must be happy to carry out any other reasonable task required by management. On occasions it may be necessary for Nursery Nurse Apprentices to help in the kitchen either preparing the lunch and tea or washing up.

Working Environment
The campus of the University of Exeter is large and pleasantly landscaped, offering a good range of facilities including shops, sports complex, swimming pool etc. The Family Centre caters for up to 53 children at any one time who are cared for in four separate groups. The Centre is situated on the Streatham campus on a regular bus route.

The four groups are generally divided as follows:

1 A Baby Unit taking up to 9 children between 6 weeks and 18 months
2 A Toddler Unit taking up to 12 children between 18 months and 2 years
3 A Nursery unit taking up to 24 children between 2 and 4 years
4 In addition, there is a Parallel Unit taking up to 9 children: demand will determine the age range of children in this group.

The Nursery Nurse Apprentice should be prepared to work with any group and may be moved around as necessary.

Person Specification

Person Specification: Nursery Nurse Apprentice
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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Qualifications and Training</strong></td>
<td>• A positive approach to completing relevant short courses and qualifications.</td>
<td>• Food handling/basic hygiene certificate</td>
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<td>• <strong>For level 2</strong> Basic standard of written and spoken English</td>
<td>• Current First Aid in childcare certificate</td>
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<td>• <strong>For level 3</strong> C in English and Maths</td>
<td>• Safeguarding children certificate</td>
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<td><strong>Prior Experience</strong></td>
<td>• Some experience in child care in a semi professional or domestic situation</td>
<td>• Work Experience in a child care setting</td>
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<td><strong>Knowledge/ Skills / Understanding</strong></td>
<td>• Ability to demonstrate empathy with children between birth and 5 years</td>
<td>• Knowledge of the Early Years Foundation Stage</td>
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<td>• Ability to build good relationships with all children</td>
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<td>• Good listening skills</td>
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<td>• Good communication and observation skills</td>
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<td><strong>Personal Qualities/ Behavioural Characteristics</strong></td>
<td>• Good organisational skills</td>
<td>• Generate new ideas for activities and toys</td>
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<td>• Punctuality</td>
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<td>• Patience</td>
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<td>• A commitment to safeguarding children at all times.</td>
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<td>• Works well within a team and demonstrates a supportive, inclusive attitude to colleagues</td>
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<td>• Ability to work flexibly in a busy work environment.</td>
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<td>• A positive attitude to work</td>
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<td>• Some ability to pre-empt accidents</td>
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<td>• Able to make good, swift judgements about the needs of children and situations requiring urgent intervention</td>
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<td>• Ability to use initiative and to take responsibility for actions</td>
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<td>• Ability to challenge unacceptable behaviours in a supportive, non-threatening way.</td>
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<td>• Demonstrates a commitment to the Family Centre, the children and the staff team</td>
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<td><strong>Physical Requirements</strong></td>
<td>• Stamina to work at a steady pace over a long period</td>
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<td>• Able to lift children, toys and equipment on a daily basis</td>
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<td>• Able to work at child level for long periods</td>
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<td>• Preparedness to work flexible hours and to adapt to the changing demands of the service</td>
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**Informal Enquiries**
Before submitting an application you may wish to discuss the post further by contacting Louise McLellan (l.r.mclellan@exeter.ac.uk).
Additional Information Relating to the Post

**Salary**
Salary will be circa £15,659 (75% of this £11,744.25) per annum.

**Hours of work**
This is a Full Time position working 36.5 hours per week, Monday to Friday. Hours will be worked between 8:30 and 5:30. Trainees must be undertaking a relevant childcare course at college which would normally include attending college one day a week during term-time. The position is interlinked with Exeter College and attending College is essential, if a course requirement. Trainees are required to work a short day at the Family Centre on days when the college is closed in order to fulfil their working hours.

**Annual Leave**
The annual leave entitlement for full-time appointments is 39 days (pro rata for part-time appointments) – see our website http://www.admin.ex.ac.uk/personnel/leave.shtml for more information.)

**Conditions of Employment**
All positions at the University of Exeter are subject to a probationary period of one year and satisfactory references, including at least one from a current or most recent employer. In addition, this post requires satisfactory enhanced references from the Criminal Records Bureau and Ofsted.

**References & Medical Clearance**
All appointments are subject to satisfactory reference and medical checks and individuals will be required to complete a medical assessment form before appointment is confirmed. Applicants should note that the University normally contacts referees for short-listed applicants without further advice to applicants. When advising of referees, if they are resident overseas, please ensure you supply fax numbers and/or email addresses enabling us to contact them (if necessary) without delay.

**Right to Work in the United Kingdom**
We welcome all applicants and the diversity they bring. However, the nature of this role, the salary and the qualifications required, mean that immigration legislation will not allow the University to apply for a sponsorship certificate for this post. We strongly recommend that applicants that are non EEA nationals consult the Right to Work rules on the Home Office website at: www.ukba.homeoffice.gov.uk.

In particular you are encouraged to undertake a self assessment of your eligibility to work in the UK using the link to www.ukba.homeoffice.gov.uk/pointscalculator.

**Terms & Conditions**
The Terms and Conditions of Employment can be viewed online by visiting http://www.exeter.ac.uk/staff/employment/conditions/terms/

**Pensions**
You are eligible to join the University of Exeter Retirement Benefits Scheme (ERBS) provided that you meet the qualifying criteria for membership. Please note that this scheme is currently under review, for more information about the review please go to http://www.exeter.ac.uk/pensions/erbsscheme/schemeupdates. Subject to meeting the eligibility criteria, staff will automatically become members unless they opt out in accordance with the current rules of the scheme and employee contributions will be taken from your pay employee's contribution is currently 7.5% of gross salary. The University as your employer will also make a contribution to the scheme on your behalf. If you wish to opt out of the Scheme, you should contact the Pensions and Reward Advisor, Mrs Alison Rose (01392 723088/email a.j.rose@exeter.ac.uk) for further information.

**Short-listing Information**
We will acknowledge your application by email. The University of Exeter recognises the time and effort taken to apply for a position and will contact you by email to inform you of results of shortlisting.

**Application Procedure and Interview Information**
The closing date for completed applications is 28/07/2016. We expect to hold interviews in Exeter on the 2nd or 4th August.

**Data Protection Act (1998)**
The information contained within your application is being requested to enable the University to make employment decisions and meet statutory obligations. Any information provided to the University in this context will be treated confidentially and used only by manager(s), member of the University, Human Resources, Superannuation and Payroll during the course of your employment. Where the application relates to a post which is externally funded this information may be passed onto the relevant funding body.