

## JOB DESCRIPTION

<b>Job Title:</b>	Early Years Apprentice
<b>Salary:</b>	Per hour: £5.28 Salary Pro Rata: £4,333.82 (inclusive of holiday pay) FTE: £9,609.60
<b>Hours of work:</b>	19.5 hours per week (with .5 hours break each day = 18 hours paid) Tuesday, Wednesday and Thursday: 08:30-15:00
<b>Place of work:</b>	YMCA Sovereign Centre, Slipshatch Road, Reigate, Surrey, RH2 8HA
<b>Responsible to:</b>	Sovereign Pre-School Manager
<b>Responsible for:</b>	N/A
<b>Job Purpose:</b>	While completing their Early Years course through Best Practice Network the Early Years Apprentice will be a valuable assistant to the preschool team in delivering the highest quality of care and curriculum in line with Ofsted guidelines. They will inspire by delivering an exciting, child-led, play based curriculum.
<b>Background to role:</b>	YMCA East Surrey Childcare & Children's Activities offer a wide range of services to support family life for parents and carers of children and young people aged 0-18 years.  We work in partnership with a number of local schools in East Surrey, offering wrap around childcare and sports and recreational activities to the local community. We also have two YMCA Pre-Schools, offering early education for children from two years of age, along with a Creche for those wanting to access our fitness classes and/or gym, and a full programme of sports and recreation for all.
<b>Main Responsibilities:</b>	<ul style="list-style-type: none"> <li>▶ To provide a diverse range of experiences for children to learn through play</li> <li>▶ To provide high standards of customer service to children, parents and other stakeholders</li> <li>▶ To work in cooperation with other team members, to provide a caring supportive environment in which children can thrive</li> <li>▶ To liaise with parents/carers to ensure each individual child's needs are recognised and met</li> <li>▶ To report any safeguarding concerns to the Pre-School manager or relevant coordinator and support them with safeguarding for the setting</li> <li>▶ Comply with the organisation's childcare policies and procedures</li> <li>▶ Take part in training and development for own knowledge and understanding.</li> <li>▶ To provide personal care for all children and young people who need it, such as toileting and feeding</li> <li>▶ Maintain excellent working relationships with parents, staff and other agencies. Acting as a good role model to children and other staff members</li> <li>▶ To attend regular staff meetings</li> <li>▶ Follow YMCAES safeguarding, child protection and safer working practice policies at all times, taking any concerns regarding health or/and wellbeing to your line manager or senior management</li> </ul>

	<ul style="list-style-type: none"> <li>▶ To ensure that any information regarding a child, their family or another member of staff is kept completely confidential</li> <li>▶ Act in the interests of your own safety &amp; the safety of others at all times</li> <li>▶ Undertake any other duties and responsibilities reasonably requested by the management of the organisation.</li> </ul>
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**PERSON SPECIFICATION:**

		<b>Essential</b>	<b>Desirable</b>	<b>How measured (application, assessment, interview)</b>
<b>Qualifications, Education &amp; Training:</b>				Application and certificates
	<b>Knowledge of Health and Safety in a childcare setting</b>	x		Application
	Knowledge and understanding of safeguarding and safeguarding good practice	x		Application, interview
	Strong understanding of the development needs of children	x		Application, interview
	An understanding of the developmental needs of children	x		Application, interview
	Understanding and commitment to equal opportunities	x		Application, interview
	A minimum of Key Skills L1 in Maths and English. These can be completed during the apprenticeship.	x		Application, interview
	Paediatric First Aid Qualification		x	Application, interview
<b>Experience</b>				
	Experience of the Early Years Curriculum	X		Application, interview
	Experience of working with children in a childcare setting	X		Application, interview
	Experience of working in a high pressured environment	X		Application, interview
	Experience of conducting Health and Safety Risk Assessments		x	Application, interview
<b>Abilities, skills, and attitude</b>				
	An inspirational approach to helping young children to develop through play	X		Application, interview, assessment
	Enthusiasm for the work and the values of YMCAES	X		Application, interview
	Abilities and willingness to relate positively to children, parents and staff	X		Application, assessment, and interview
	A creative and flexible approach to work	X		Application, interview
	Ability to work under pressure and to strict deadlines	X		Application, interview
	Ability to work independently and as part of a team	x		Application, interview

<b>Other requirements</b>				
	Commitment to the YMCA's Aims and Purposes	x		Application, interview
	Be friendly, flexible, professional and approachable	x		Application, interview
	DBS check for working with children and adults at risk	x		DBS Check
	Car driver		x	Application, interview