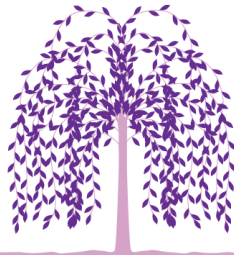


# Jubilee Day Nursery



Celebrating Childhood

Jubilee Day Nursery, Rectory Road, Padworth Common, West Berkshire, RG7 4JD.  
Telephone Nursery: 0118 970 1600 or Admin: 0118 971 3840,  
Email: [info@jubileedaynursery.co.uk](mailto:info@jubileedaynursery.co.uk) or website: [www.jubileedaynursery.co.uk](http://www.jubileedaynursery.co.uk).

# Jubilee GEMS



Jubilee Gems, School Road, Padworth, West Berkshire, RG7 4JA.  
Telephone Nursery: 0118 983 4018 or Admin: 0118 971 3840,  
Email: [info@jubileegems.co.uk](mailto:info@jubileegems.co.uk) or website: [www.jubileegems.co.uk](http://www.jubileegems.co.uk).

## Job Description

**Post:** Nursery Childcare Apprentice

**Reporting to:** Line manager: \_\_\_\_\_

Nursery Managers: **Lesley Thompson and Sian Caine.**

Deputy Managers: **Helen Willis, Emma Hirst, Cara Lovegrove and Sam Ross.**

**Hours:** 40 hours per week, Monday to Friday, either 51 weeks a year (Jubilee Day Nursery) or Term-time (Jubilee Gems)

### Safeguarding Statement

Jubilee Day Nursery and Jubilee Gems are committed to safeguarding and promoting the welfare of all the children and expects all staff to share this commitment.  
All members of staff are subject to a DBS check (formally CRB) and satisfactory references.

## Conditions of Role

All Apprentice/Trainee Nursery Nurses are employed as 'apprentice status' on the condition training is undertaken and completed within a reasonable time constraint and within the boundaries of the relevant Traineeship Contractor or Co-ordinator.

- Training will be either a day release or an evening course – dependant on individual needs. All training is at management discretion.
- Absence from college or a set training session should be reported to the management. Failure to comply with the training guidelines will result in disciplinary procedure.

## Main Daily Duties of the Post:

- To promote children's intellectual, physical and social development through activities, whilst ensuring that the individual needs of the child are met.
- To teach and extend a child's learning through appropriate activities and play.
- To assist in maintaining and developing an attractive educational and play environment.
- To maintain the nursery environment, including cleaning and setting up units with appropriate toys and activities for the following day.
- A responsibility and duty to report any safeguarding concerns linked to children, staff and families in your care and anyone who is associated with them.
- To assist children with personal cleanliness.
- To prepare/store and tidy equipment and materials including paint, cut paper, glue, play dough, toys and general equipment.

- To assist in the preparation/clearing away of food and provisions that are used during the course of the daily routine.

### Main Responsibilities of the Post:

- To assist in maintaining a safe and secure environment for both children and staff.
- To attend all college and/or training sessions when required. The management reserves the right to request an employee to attend work instead of college in the event of staff requirements.
- To attend all staff meetings, staff training and parents evenings.
- To participate in - when requested - events outside nursery hours.
- Be aware of, adhere to and put into practice all policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.
- Report all concerns to the appropriate senior member of staff.
- To maintain confidentiality in the course of the welfare and development of the child, including observations that may be used as part of further training.
- To maintain confidentiality in the course of discussions/meetings with parents.
- To adhere to the dress and uniform code of the nursery.
- To follow nursery hygiene standards at all times and participate in cleaning duties.
- To safeguard and promote the welfare of young people
- To contribute to the delivery of the Early Years foundation Stage. (EYFS).
- Familiarise yourself and adhere to the acceptable conduct as stipulated in the staff handbook.
- To keep the craft room tidy as well as sort and clean equipment.

### General

To undertake any other duties, appropriate to the grade of your post, as directed by your line manager or Director, Nursery Manager and/or Deputy Managers.

*In the course of his/her employment, an Apprentice Nursery Nurse should always have the children's welfare and development as of paramount importance.*

### Rate of pay

Competitive salary based on experience, discussed at interview.

Employee Name (please print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Name (please print): \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_