

**Part A - Grade & Structure Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Family Code** | **1/2CLES** | **Role Title** | **Nursery Nurse Apprentice** |
| **Grade** | **P1/2** | **Reports to (role title)** | **Early Years Lead/Nursery Manager** |
| **JE Band** | **98-113** | **School** | **The Howard Partnership Trust** |
| **Date Role Profile created** | **September 2021** |
| **Part B - Job Family Description**  The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. THPT reserves the right to review and amend the job families on a regular basis. | | | |
| **Role Purpose**  including key outputs | | Assigned to a Mentor within the Early Years Foundation Stage Unit.  Ensure a high standard of physical, emotional, social and intellectual care for children placed in the Early Years Foundation Stage Unit.  Work with parents/carers of all children to achieve full and positive integration in the Early Years Foundation Stage Unit Setting.  Implement the daily routines within the Early Years Foundation Stage Unit.  Scaffold children's learning and support their play. | |
| **THPT Work Context and Generic Responsibilities** | | Maintain confidentiality in and outside of the workplace.  Be pro-active in matters relating to health and safety and report accidents as required.  Support aims and ethos of the school setting a good example in terms of dress, behaviour, punctuality and behaviour, punctuality and attendance.  Uphold and support the School’s Policies and procedures on the Safeguarding of young people. | |
| **Line management responsibility**  if applicable | | N/A | |
| **Budget responsibility**  if applicable | | N/A | |
| **Representative Accountabilities** Typical accountabilities in roles at this level in this job family | | **Analysis, Reporting & Documentation**  • Carry out simple and repetitive tasks such as data input, sorting/distributing mail, photocopying  and filing.  • Prepare pro-forma correspondence for approval by others before dispatch.  **Service Delivery**  • Assist team members with simple administrative and/or support activities to contribute to the  smooth running of the work unit.  **Planning & Organising**  • Make simple arrangements and bookings under detailed instructions, help prepare  straightforward materials to assist in the effective organisation of internal/external activities.  **Work with others**  • May receive visitors and action basic enquiries in a courteous manner to promote a positive  image of the work unit.  **Duties for all**  Values: To uphold the values and behaviours of the organisation.  Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality  of opportunity.  Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and  take reasonable care for the health and safety of themselves and others.  **The Core National Standards for Supporting Teaching & Learning:**  To understand and carry out the role in line with agreed standards, expectations & qualifications.  To have regard to and comply with safeguarding policy and procedure as appropriate. | |
| **Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics** | | • Basic numeracy and literacy.  • Ability to understand basic health and safety and hygiene and other relevant procedures.  • Able to operate basic equipment.  • Good listening skills and enthusiasm to learn.  • Accuracy and ability to follow instructions.  • Able to exchange basic information verbally or in writing.  • May be required to undertake manual handling and physically demanding work.  • Basic IT skills | |
| **Details of the specific qualifications and/or experience if required for the role in line**  **with the above description** | | The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).  THPT is committed to the safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. | |
| **Role Summary** | | Roles at this level carry out basic supervision of children. Tasks are generally straightforward  within established routines and procedures and under regular or direct supervision. Work is  typically to short deadlines on a daily basis. | |

Copyright © 2017 Surrey County Council