



Early Years Level 3 Apprenticeship

Job Description

Purpose of the job

To support the daily care and learning needs of children aged 9 months to 5 years. Working under the supervision of a Room Leader, you will help create a safe, nurturing, and stimulating environment where children can learn and grow.

Reporting to

Deputy Nursery Manager

Pay Scale

National Apprenticeship Pay Rates

Main Responsibilities

- Work collaboratively with colleagues to provide a safe, caring and stimulating educational environment, both indoors and outdoors at all times.
- Support children's holistic development, including social, emotional, cognitive and physical skills.
- Support the planning and implementation of daily activities to meet children's developmental needs based on the Early Years Foundation Stage (EYFS) framework.
- Assist in supervising children throughout the day, ensuring their safety and wellbeing.
- Observe, assess and record children's progress under the guidance of senior staff.
- Be a Key Worker, carrying out all related responsibilities in building relationships with a small group of children and their families.
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and personal development.
- Use effective behaviour management strategies consistently in line with the school's policy and procedures.
- Ensure records are properly maintained, e.g. daily attendance register, accident and incident book, risk assessments.
- Liaise closely with parents/carers, informing them about the nursery and its curriculum, exchanging information about children's progress and encouraging parent's involvement.
- Maintain a clean, organised and welcoming environment.

- Participate in staff meetings, training and development opportunities.
- Help with feeding, toileting, nappy changing and other personal care routines.
- Understand and work within Trust and Nursery policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies.
- Undertake any other reasonable duties as directed, in accordance with the nursery aims and objectives.

Safeguarding responsibilities

- Promote and safeguard the welfare of all children and young people within the Trust.
- Uphold public trust and maintain high standards of ethics and behaviour, within and outside school by:
 - treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the school environment;
 - promoting and safeguarding students' wellbeing;
 - showing tolerance of and respect for the rights of others and promoting a culture of inclusion.

General responsibilities

- Have a proper and professional regard for the ethos, policies and practice of the Academy and Trust.
- Have an understanding of, and always act within, the relevant professional standards and statutory frameworks. This includes those relating to Health & Safety, security, confidentiality and data protection.

Please note that this is illustrative of the general nature and level of responsibility of the role and not a comprehensive list of all tasks. The postholder may undertake other duties appropriate to the role. This job description may be subject to amendment at any time after consultation with the postholder.

Person Specification

Qualifications and Experience	Essential	Desirable
GCSE English and Maths (grade 4/C or above) or willingness to undertake level 2 functional skills	✓	
Experience of working with young children	✓	
Paediatric first aid certificate (or willingness to obtain)	✓	
Commitment to undertake the necessary study that is required to obtain the Level 3 Early Years Educator Apprenticeship	✓	

Professional Knowledge & Understanding	Essential	Desirable
Understanding of the Early Years Foundation Stage framework		✓
Knowledge and practical experience of implementing good quality learning opportunities for children		✓

Personal Qualities and Skills	Essential	Desirable
A commitment to getting the best outcomes for all children	✓	
Empathy and understanding of children under 5	✓	
Excellent communication skills with children and parents	✓	
Effective organisation skills	✓	
Ability to work well within a team and independently	✓	
Compassionate, patient, and nurturing approach	✓	
Desire to enhance and develop skills and knowledge through CPD	✓	
Commitment to the school's ethos, aims and community	✓	

Last review date: September 2025