

## Job Description

|                         |                                |
|-------------------------|--------------------------------|
| <b>Job Title:</b>       | <b>Apprentice in Childcare</b> |
| <b>Responsible to:</b>  | <b>Nursery Manager</b>         |
| <b>Responsible for:</b> | <b>No subordinate staff</b>    |

---

### Summary

This position in Dovedale Nursery is an opportunity to gain a level 3 childcare qualification in a friendly nursery which has been graded 'Outstanding' by Ofsted. Whilst training supervision and support will be offered by senior staff.

### Description:

- To act as key person for a group of children working in partnership with parents to meet individual needs and promote wellbeing.
- To contribute to and evaluate weekly play plans in accordance with the Early Years Foundation Stage criteria.
- To maintain accurate developmental records and Learning Journeys for key children.
- Act as a positive role model of appropriate behaviour to children and manage unwanted behaviour following nursery policy.
- Promote the good health of children with regard to food hygiene, personal hygiene and health and safety.
- Ensure the safety and security of the children and premises.
- Follow nursery practice and protocol with regard to safeguarding children and child protection.
- To carry out basic First Aid treatment as necessary.
- Attend all staff meetings, external training as requested by the nursery.

### Employer Description:

Dovedale Nursery is a subsidiary of the Chelmsford College group. Dovedale Nursery achieved an Ofsted rated outstanding and is based on the Moulsham Street campus of Chelmsford College. We operate 48 weeks of the year and are open from 7.30 am – 6 pm daily caring for children from a year to rising 5's. We also operate out of school care for a local school.

### Training to be Provided:

Level 3 Diploma for the Children and Young People's Workforce (Early Learning and Childcare or Children and Young People's Social Care)

Level 2 Functional Skills in Maths, English and ICT if required

Level 2 Award in Employment Responsibilities and Rights in Health, Social Care or Children and Young People's Settings

### Personal Qualities:

- Passion for developing skills and abilities of young children
- Reliability
- Good interpersonal skills
- Able to work as part of a team

### Required Qualifications:

- GCSE grade C or above in English and Maths

## **BENEFITS OF WORKING AT CHELMSFORD COLLEGE**

Why work for us? We offer our staff the following:

### **Work Benefits**

- Generous annual leave entitlement – 50 days for academic staff
- Special Leave provisions
- Recognised trade unions
- Positive about disabled staff employees
- Cafes and restaurants: our sites include coffee shops, refectories and a commercial restaurant
- Flexible working arrangements
- Excellent access to the College by public transport
- Long Service Awards
- Free car parking on both sites
- Opportunities for business support staff to buy additional annual leave
- Subsidised Cafes and restaurants: our sites include coffee shops, refectories and a commercial restaurant.
- Monthly staff voice meetings

### **Health Benefits**

- Mindful employer
- Free use of on-site gym
- Free annual eye tests for eligible staff
- AOC Mental Health Charter
- Access to 24-hour confidential advice and helpline
- Occupational health support
- Annual Wellfest
- Annual Health & Wellbeing week
- Extensive programme of wellbeing activities

### **Financial Benefits**

- Competitive salary
- Free teacher training
- Pension schemes with the LGPS and with the Teachers Pension Scheme. Employer contribution rate of 21.1% and 23.6% respectively.
- Pension schemes with the LPGS and with the Teachers' Pension Scheme
- Staff discounts with local retailers
- Staff discount at the on-site nursery
- Discounts on hair appointments/treatments in our on-site hair and beauty salon – The Princes Salon

### **Professional Development Benefits**

- Excellent professional development opportunities – including 10 professional development days each year
- 1 Industry updating/Community Volunteer day each year
- Free membership to on-site library/learning centres