

Apprentice Roles & Responsibilities - Early Years

- Ensuring confidentiality is maintained in the school
- Adhering to policies and procedures and compliance with the children's act, health and safety legislation and within the guidelines of Ofsted and the national standards.
- Working as part of a team
- To implement the daily routine
- The care and supervision of the children regarding their physical, emotional and intellectual needs
- Working with the staff on planning and preparation of activities, to meet the children's individual needs, working with parents ensuring effective communication within the nursery
- Offering all children equal opportunities regarding their religion, racial origins, gender, disabilities, cultural background and challenging situations where racism or discrimination is displayed
- Positive management of children's behaviour
- Preparation, care, cleanliness and maintenance of the rooms and equipment.
- Keeping and monitoring accident, incident and risk assessment records
- Supervision of mealtimes, and preparation of meal and snack times
- Laundry duties
- Attendance of staff meetings
- Participating in open evenings and children's outings
- Contribute to planning, observations and activities
- To use own initiative and work as part of a team

Any other duties appropriate to the post as directed by senior staff