<table>
<thead>
<tr>
<th><strong>Job Title</strong></th>
<th>Nursery Assistant Apprentice</th>
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<tbody>
<tr>
<td><strong>NAS Reference</strong></td>
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<tr>
<th><strong>Apprentice Level:</strong></th>
<th>Childcare CYPW Level 2</th>
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<td><strong>Closing Date:</strong></td>
<td>10th October</td>
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<td><strong>Interview Date:</strong></td>
<td>TBC</td>
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<td><strong>Reports To:</strong></td>
<td>Nursery Manager</td>
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<tr>
<td><strong>Location:</strong></td>
<td>Southchurch, Southend on Sea</td>
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<td><strong>Pay:</strong></td>
<td>£3.30 per hour 30 hrs per week</td>
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| **Hours Of Work:** | Monday, Tuesday & Wednesday 8.45am-3.45pm  
Fridays 8.45am-12.45pm  
You will attend college every Thursday 9.30am to 4.30pm |
| **Main Purpose Of The Job:** | To work as a keyworker and as part of the pre-school team under the direction of the pre-school leader to provide safe, high quality education and care for young children.  
- Diploma/Certificate in Children and Young People’s Workforce Level 2  
- Functional Skills in English, Maths & ICT – Level 1  
- ERR (Employee Right and Responsibilities)  
- Personal Learning and Thinking Skills |
### Main purpose of the job and key responsibilities:

- To assist with the planning of the curriculum.
- To help to set up the daily setting and to help tidy away at the end of the session.
- To act as a keyworker to a small group of children liaising closely with parents/carers and ensuring each child’s needs are recognised and met.
- To advise the pre-school leader of any concerns, e.g., over children, parents or the safety of equipment.
- To teach children, offering an appropriate level of support and stimulation.
- To attend staff meetings.
- To attend in-service training courses and meetings as required.
- To keep completely confidential any information regarding the children, their families or other staff which is learnt as part of the job?
- To familiarise yourself with all policies and procedures, and to sign that you have read and understood them. Please pay particular attention to: Safeguarding Policy, Complaints policy and whistleblowing policy.

**THIS POST IS EXEMPT FROM THE REHABILITATION OF OFFENDERS ACT 1974. APPLICANTS MUST BE PREPARED TO DISCLOSE ANY CONVICTIONS THEY MAY HAVE AND ANY ORDERS WHICH HAVE BEEN MADE AGAINST THEM.**

### How To Apply:

Please email [businessinfo@southend-adult.ac.uk](mailto:businessinfo@southend-adult.ac.uk) for an application form or call one of the numbers below for further information.

**Tel: 01702 445736 or 01702 445700 ext. 144**

This is an Apprenticeship which is government funded for 16 to 24 year olds but open to applicants of all ages.

The National Minimum Wage (NMW) for Apprentices is £3.30 per hour. This applies to 16-18 year old Apprentices and those aged over 19 in the first year of their Apprenticeship. For all other Apprentices the National Minimum wage appropriate to their age applies.

We welcome applicants regardless of gender, disability, age, ethnicity, sexual orientation or faith.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment and that staff can study and work in an environment free from harassment and bullying.