

Job Description – INSERT SCHOOL NAME	
<b>Job title:</b>	Nursery Nurse Apprentice (EYFS)
<b>Responsible to:</b>	Line Manager
<b>Liaising with:</b>	Relevant Support Team
<b>Pay range:</b>	£15,000
<b>Contract terms:</b>	Apprenticeship Term



All staff should be committed to the school and East Midlands Academy Trust's purpose to provide a relentless focus on great leadership and management and outstanding teaching. East Midlands Academy Trust is committed to support the school leaders, teachers and support staff to be the best they can be.

Hardingstone Academy are currently looking to recruit a talented and enthusiastic Nursery Nurse Apprentice to work within EYFS in our friendly and diverse school.

We are looking for someone who will support the ethos of the Academy and work supportively with the classroom teachers to ensure the children receive the best education.

As an Apprentice you'll be supported and mentored every step of the way, working alongside qualified staff members. At the end of your apprenticeship, you will gain a level 2/3 training qualification.

The successful candidate will:

- Would be interested in working with children in an educational setting.
- Enjoy being with children and have a real desire to help them achieve.
- Believe all children can do well.
- Be passionate, flexible, and proactive in providing a creative and inspiring curriculum for pupils.
- Be able to work collaboratively but can also act with initiative.
- Be self-motivated and keen to develop your skills.

### Additional duties

Whilst every effort has been made to explain the main duties and responsibilities, please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

**N.B.** The post holder will carry out his/her responsibilities in accordance with the Trust's equal opportunities policy.

This job description is provided to assist the post holder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

### Health and Safety

So far as is reasonably practical, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and students.

### Safeguarding

EMAT is committed to the safeguarding of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Board of Trustees to ensure the safety of all young persons within its care.

### Equal Opportunities

It is the policy of EMAT to provide equal opportunities for all individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. EMAT promotes equal employment opportunities in all aspects of employment through positive employment policies and practice.

**All appointments are subject to safer recruitment requirements.**

**This post is subject to an Enhanced DBS Disclosure**

	Essential	Desirable
<b>Education and Qualifications</b>		
Good level of education to at least GCSE standard or equivalent.	✓	
<b>Experience</b>		
Ability to use Microsoft office, including Word and Excel and various other ICT packages	✓	
Ability to use video editing software		✓
Ability to use design software		✓
<b>Knowledge and understanding</b>		
Excellent level of written skills	✓	
Excellent communication and interpersonal skills	✓	

Accuracy and attention to details	✓	
Demonstrate creative flair		✓
<b>Skills and Attributes</b>		
Work with guidance but with limited supervision	✓	
Liaise and communicate effectively with others on the telephone, in writing and face to face	✓	
Demonstrate excellent organisational skills	✓	
Experience of using social media in a professional capacity		✓
Experience of producing creative content eg writing, graphics etc		✓
<b>Personal Qualities</b>		
Demonstrable interest in marketing and communications	✓	
Excellent interpersonal communication and administrative skills	✓	
Ability to work independently and as part of a team	✓	
Punctual and reliable	✓	
High level of honesty and integrity	✓	
Flexible and able to prioritise workload	✓	
<b>Further requirements</b>		
Willingness to work flexible hours on occasion	✓	
Willingness to maintain confidentiality on school matters	✓	
Willingness to undertake training courses that are relevant to the duties of the post	✓	
Willingness to be involved in internal and external meetings	✓	
Supportive of the ethos of the trust and school	✓	