

Northumberland County Council

JOB DESCRIPTION

Post Title:	Apprentice - Childcare		Director/Service:	Various throughout the Council		Office Use
Band:	NMW		Sector:	Various throughout the Council		JE ref: 2658
Responsible to:	Line Manager		Date:	2014	Lead & Man Induction:	HRMS ref:
Job Purpose: Carry out a range of childcare tasks and assist with general day-to-day activities with the Children's Centres.						
Job Context:						
Resources	Staff	None.				
	Finance	None				
	Physical	Handling and processing information.				
	Clients	May be required to work with internal and external service clients.				
<p>Duties and key result areas: Undertaken individually or as part of a team, these are examples of some of the duties that may be expected to be undertaken by the post holder. The actual duties may vary depending on the requirements of the role.</p> <ol style="list-style-type: none"> 1. To provide care and early learning experiences according to children's needs and stages of development. 2. To participate in a key worker system for children that provides consistency in facilitating children's physical, emotional, intellectual and social development. 3. To work in partnership with parents/carers, sharing information about children's progress and encouraging parents and carers to become involved with the Children's Centre. 4. To assist in the implementation of the EYFS framework for all children and liaise with parents and carers in the recording and sharing of information. 5. Manage a wide range of children's behaviour in a way that promotes their welfare and development. 6. Ensure that the physical needs of children are met and maintain a high level of hygiene and cleanliness in the Children's Centre. 7. Observe all policies and procedures, Ofsted Regulations and Curriculum Guidance. 8. Encourage children and families to play and use outdoor areas. 9. Work as part of the Children's Centre team and the wider Sure Start team, sharing and contributing in the ongoing development of the whole programme. 10. Undertake continuous professional development that is supportive of the post. 11. At all times carry out duties in accordance with Northumberland County Council and Sure Start's equal opportunities and in the spirit of anti-discriminatory practice. 12. Undertake any other duties and responsibilities as required, commensurate with the grade of the post. 						
Other						
Work Arrangements						
Physical requirements:		Activities normally undertaken in a seated position with some walking, bending or stretching and an occasional need to lift or carry.				
Transport requirements:		n/a				
Working patterns:		37 hours per week, day work. Flexible working hours may apply provided staff work collaboratively to provide cover for services.				
Working conditions:		Minimal exposure to disagreeable, unpleasant or hazardous conditions.				

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PERSON SPECIFICATION

POST: Apprentice - Administration		SERVICE: All Directorates	Ref: 2658
Essential		Desirable	Assess by
Qualifications and Knowledge			
<ul style="list-style-type: none"> No particular qualifications or knowledge are required but the nature of the job demands a good general education demonstrating numeracy and literacy. 		<ul style="list-style-type: none"> 3 or more GCSE's (or equivalent) including Maths and English 	
Experience			
<ul style="list-style-type: none"> Previous experience is not an essential requirement. 		<ul style="list-style-type: none"> Experience of working in a customer service environment 	
Skills and competencies			
<ul style="list-style-type: none"> Good verbal and written communication skills. Good numeracy and literacy skills. Able to follow instructions and procedures with guidance. Ability to plan and organise daily work routines with guidance. Adaptable and able to deal with changing priorities. Supportive and effective team player. Ability to engage with service users and members of the public. Clear and logical thinking required to deal positively with problems occurring within normal work routine with guidance. 		<ul style="list-style-type: none"> Ability to deal with routine and non-routine enquiries as first point of contact. <ul style="list-style-type: none"> Recent experience of working with children under 4 and experience of working in a nursery/crèche or playgroup. Experience of working with babies Experience of working with children with additional needs Experience of working in a child centred community based project. Ability to plan and deliver a range of play activities Ability to communicate effectively with young children and their parents/carers. Work flexibly and as part of a team in the care of young children Working knowledge of child development and the needs of the under 4's. Ability to record information accurately and appropriately. Willingness to undertake further training Work in an anti-discriminatory and inclusive way 	
Physical, mental and emotional demands			
<ul style="list-style-type: none"> Normally works in a seated position with some standing, walking, stretching or lifting. Regular periods of concentrated mental attention with some pressure from deadlines, interruptions and conflicting demands. 			
Motivation			
<ul style="list-style-type: none"> Reliable and keeps good time. Ability to work flexible hours. Demonstrates enthusiasm for obtaining an administration related qualification. Demonstrates integrity and upholds values and principles. 			

<ul style="list-style-type: none"> • Promotes equal opportunities and diversity in all aspects of work. • Appropriately follows instructions to achieve set objectives. • Works collaboratively to achieve team spirit. • Adapts to change by adopting a flexible and cooperative attitude. 		
Other		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits