Northumberland County Council

**JOB DESCRIPTION**

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| **Post Title:** Apprentice - Early Years | **Director/Service:** Various throughout the Council | **Office Use** |
| **Band:** NMW | **Sector:** Various throughout the Council | JE ref: 2658HRMS ref: |
| **Responsible to:** Line Manager | **Date:** 2020 | **Lead & Man Induction:** |
| **Job Purpose:** Carry out a range of tasks and assist with general day-to-day activities within Early Years |
| **Job Context:**  |
| **Resources** |  Staff | None. |
| Finance | None |
| Physical | Handling and processing information.  |
| Clients | Pupils, Parents, Teachers, Governors, Other school staff members |
| **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.1. To provide care and early learning experiences according to children’s needs and stages of development. in accordance with EYFS 2. To participate with 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 learning.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 classroom.7. Observe all policies and procedures, Ofsted Regulations and Curriculum Guidance.8. Encourage children and families to play and use outdoor areas.9. Undertake continuous professional development that is supportive of the post.10. At all times carry out duties in accordance with Northumberland County Council equal opportunities and in the spirit of anti-discriminatorypractice.11. Communicate and work cooperatively with parents and carers to support children’s development12. Undertake any other duties and responsibilities as required, commensurate with the grade of the post. |
| **Work Arrangements** |
| Physical requirements:Transport requirements:Working patterns:Working conditions: | Activities normally undertaken in a seated position with some walking, bending or stretching and an occasional need to lift or carry.n/a30 hours per week, day work. Flexible working hours may apply provided staff work collaboratively to provide cover for services.Minimal exposure to disagreeable, unpleasant or hazardous conditions. |

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**PERSON SPECIFICATION**

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| **POST:** Apprentice - Early Years | **SERVICE:**  | **Ref:**  |
| **Essential** | **Desirable** | **Assess by** |
| **Qualifications and Knowledge** |
| * No particular qualifications or knowledge are required but the nature of the job demands a good general education demonstrating numeracy and literacy.
 | * 3 or more GCSE's (or equivalent) including Maths and English
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| **Experience** |
| * Previous experience is not an essential requirement.
 | * Experience of working in a customer service environment
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| **Skills and competencies** |
| * 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.
 |  * Ability to deal with routine and non-routine enquiries as first point of contact.
* 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
* Ability to record information accurately and appropriately.
* Willingness to undertake further training
* Work in an anti-discriminatory and inclusive way
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| **Physical, mental and emotional demands** |
| * 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.
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| **Motivation** |
| * 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.
* 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.
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| **Other** |
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*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*