



## Person Specification

Apprentice Early Years Educator

### Duties and responsibilities

All duties are in accordance with Histon Early Years Centre policies and procedures, the children act and other relevant legislation and all local authority and OFSTED requirements, having the responsibility:

- To work as a member of the centre team, under the direct control of senior staff and the senior management team, helping to develop an environment which ensures the high standard of physical, emotional, social and intellectual care for children attending the setting.
- To use initiative and creativity to support the effective daily running of the room and action the requests of the supervisor and senior team members.
- To maintain the high hygiene and cleanliness standards of the Centre as per the direction of the direction of the senior staff.
- To project the positive and professional attributes of the centre.
- To undertake any special projects as requested by a member of the senior management team.

You will:

- be prepared to undertake training that will support and develop your role within the setting, developing and understanding of childcare and child development
- be reliable member of the team, working co-operatively
- have flexibility towards your role and the duties you are required to fulfil
- ensure the cleanliness of the children and the setting at all times
- have the ability to take instruction from senior members of the team
- ensure that the setting is kept to a high hygienic standard and maintain the established high professional standards
- ensure that the highest standards of safety and security are operated at all times within
- aspire to the good practice, modelled by the team, with regard to individual and group care with the children and understand that all team members must be lead from example
- develop effective communication skills with colleagues
- follow the guidelines for the implementation of the revised Early Years Foundation Stage
- assist in creating a stimulating and attractive setting, providing the children with a safe, secure and home like environment
- contribute to and work as part of a highly motivated and professional team
- ensure that the equal opportunities policy is adhered to at all times
- ensure correct procedures are followed in relation to security, incident or accident and inform a member of the senior management team of any issues at the earliest opportunity

- to be aware and comply with all Health and Safety standards and follow the procedures and policies of the setting in relation to regulatory requirements.

## Commitment

You must:

- have an understanding of, and personal commitment to, the continual development of Histon Early Years Centre

## Other

You must:

- have a commitment to equal opportunities and the promotion of non-discriminatory practices in all aspects of work undertaken

*Histon Early Years Centre is committed to safeguarding and promoting the welfare of children and young people and all expects all staff and volunteers to share this commitment.*