



Job Description	Childcare Apprentice Level 2
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Positive Action in Recruitment

The new positive action legal provisions mean that it is not unlawful to recruit or promote a candidate who is of equal merit to another candidate, if the chair of the recruitment panel reasonably thinks the candidate has a protected characteristic that is underrepresented in the workforce; or that people with that characteristic suffer a disadvantage connected to that characteristic.

Manchester Settlement is currently underrepresented by staff who are:-

- Men
- Disabled
- Non White British
- LGBTQ+

<p>Pay</p> <p>£8.47 per hour including additional hours annual leave entitlement of 14.54%</p> <p>Pay rates increase throughout the training period depending upon successful achievement of Level 2 and then Level 3 and age.</p>	<p>Line Manager:</p> <p>Nursery Manager/Deputy</p>
<p>Hours: 35 hours per week – 7 hours per day varied shifts Monday to Friday between the hours of 7.30am and 6pm (37.5hrs with unpaid 30 minutes break) Term time only 38 weeks per year</p>	<p>Period of contract:</p> <p>Linked to achievement of L2 and L3 qualifications</p>
<p>Location: Centre based in our Nursery and After school club</p>	<p>Main stakeholders: Parents and Children</p>
<p>Other benefits: Employee Assistance Scheme Pro rata 25+ days annual leave + bank holidays (included in pay)</p>	
<p>Purpose of the post:</p> <ul style="list-style-type: none"> • To work as and be trained as an early years/childcare practitioner • To contribute to a high-quality caring environment for children in our Nursery and After School Club settings. This includes creating a warm, friendly and stimulating atmosphere in which the children can develop emotionally, socially and educationally through play, individual attention and group activities. 	



The main things you will be asked to do in this role:

- To reflect the charity values and ways of working in all of your work

Key areas

- To work with babies and children across the nursery and afterschool club
- To teach children through play using quality interactions
- To promote and support the all-around wellbeing of children
- To work as part of the team
- To attend training deemed appropriate by the manager in consideration of your individual needs and wishes
- To complete your course work and plan for teacher observations
- To liaise with your mentor and line manager.

Duties and responsibilities

- Under supervision provide all aspects of care for children including washing, changing and feeding (after a period of training and competency observations)
- To assist with meeting the personal, social and emotional needs of individual children
- To provide quality adult interactions with children in the nursery and after school setting
- To support the team in delivering the nursery curriculum following the EYFS
- To attend team meetings and participate in sharing ideas
- To attend all training relevant to the role and deemed appropriate by the manager/training provider
- To ensure you follow and implement the child protection and safeguarding policy confidentiality policy, and all other policies the manager deems appropriate
- To work with your colleagues in a supportive way, demonstrating great team work
- To attend out of working hours activities, e.g. training, monthly staff meetings, parents evening, fundraising events etc.

General

- Contribute to good standards of safety, hygiene and cleanliness in the nursery/ASC
- To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the trainee's supervisor from time-to-time
- The trainee's duties must at all times be carried out in compliance with the nursery's equal opportunities policy
- Be constantly aware of the needs of children
- To respect the confidentiality of all information received
- To ensure the provision of a high-quality environment to meet the needs of all individual children
- To develop and maintain strong partnerships and communications with parents/carers to facilitate day-to-day caring and early learning needs
- To be aware of the high profile of the nursery and to uphold its standards at all times
- To be aware of all emergency and fire evacuation procedures
- To be aware of and comply with the organisation Health and Safety policy



General asks of everyone that works as part of the Manchester Settlement Childcare Team

- Support us in our charitable purpose using our values as outlined below to underpin all that you do.
- Behave in a professional manner and adhere to our policies and procedures including safeguarding, health and safety, data protection.
- Be inclusive and work to combat all forms of discrimination and disadvantage.

Our charitable purpose, strategy and values

The Manchester Settlement Team is vital in achieving the charity's purpose:
CREATING STRONGER COMMUNITIES TOGETHER

It is vital that all of our team understand, live and breathe our values in everything they do.





Person Specification

Childcare Apprentice Level 2

The ideal candidate for this role will be someone who...

- is passionate about children having 'the best start in life'
- is patient
- has a nurturing and caring nature
- is creative and imaginative
- wants to achieve a level 2 childcare qualification

The recruitment process (application, interview, and any other activities) are your opportunity to demonstrate the following skills (able to), experience (experience of), and knowledge (knowledge of):

Essential – These are things which are necessary for you to be considered for this role:

- Studying or willing to study a Level 2 childcare course leading to qualification
- Functional skills in maths and english or willing to study as part of your course
- To be able to demonstrate excellent communication skills, have good spoken and written English and the ability to interact well with adults and children.
- To be able to demonstrate the ability to work as part of a team
- To be able to demonstrate a passion for childcare and have an excellent work ethic.

Desirable – These are things which we would actively be looking for in a perfect candidate. You should still apply even if you do not check every item on this list as training will be provided:

- Computer literate
- Demonstrate creative ability.
- Good organisational and time management skills
- Understanding of equal opportunities
- Awareness of the Early Years Foundation Stage
- Knowledge of child development

Personal qualities – These are things which we ask for from everybody who works as part of the Manchester Settlement team:

- Be committed to our values.
- Work and collaborate effectively as part of the wider team.
- Seek opportunities to develop yourself and others.
- Be committed to anti discriminatory practice



Working with Manchester Settlement

As a member of the Manchester Settlement team you will also benefit from:

- Membership of Health Assured – Employee Assistance Programme.
- Ongoing professional development.
- Cycle and tech loan schemes.

For more information on the work that we do please visit www.manchestersettlement.org.uk

SUPPORTER

