

Vacancy Template

Vacancy Details		
Vacancy Title	Early Years Educator Apprentice Level 2/3 Full time -	
Employer Name This should be the employers full registered name.	Ponteland Community Primary School	
Employer Address Please provide the full address, including postcode.	Callerton Lane Ponteland NE20 9EY	
Contact Name Please provide these details for the main contact for the employer.	Title	Mrs
	First Name	Emma
	Surname	Clayton
	Position	Office Manager
	Telephone	01661 824853
	Mobile no (optional)	
	Email Address	admin@ponteland.academy
	Fax no (optional)	
	Contact by email/mail/phone?	Email and phone
Full description Please include details of the role, key responsibilities, who will be their customers etc.	<p>Job Description:</p> <p>We are seeking a dedicated individual to join our team as an Early Years apprentice. In this role, you will work closely with the EYFS lead and staff team to provide high-quality care and education for children aged 2 years and above. Your primary responsibility will be to complete the Level 2 childcare qualification and contribute to the smooth functioning of our Early Years Setting.</p> <p>Key Responsibilities:</p> <ol style="list-style-type: none"> 1. Create and maintain a safe, stimulating learning environment that supports children in their play and overall development. 2. Assist teaching staff in the preparation and organisation of teaching resources. 3. Collaborate with staff members to deliver the Early Years Foundation Stage curriculum for children aged 2 to 4 years. 4. Support children's personal, social, and emotional well- 	

	<p>being, including assisting with personal hygiene routines.</p> <ol style="list-style-type: none"> 5. Provide additional support to children during lunchtime activities. 6. Adhere to the school's policies and procedures, ensuring compliance with relevant guidelines and regulations. 7. Work closely with teaching staff to implement effective teaching strategies and ensure positive learning outcomes for children. <p>Qualifications and Skills:</p> <ol style="list-style-type: none"> 1. Genuine care and concern for young children, with a passion for their well-being and development. 2. Ability to quickly develop competence in understanding child development principles and apply them effectively. 3. Excellent communication and teamwork skills, enabling you to collaborate with colleagues and parents/guardians. 4. Strong organisational skills to assist in maintaining a well-structured learning environment. 5. Willingness to pursue a Level 2 childcare qualification to enhance your professional knowledge and skills. <p>By joining our team as an Early Years apprentice, you will play a crucial role in fostering a nurturing and stimulating environment for young children. This is an exciting opportunity to contribute to their growth and development while gaining valuable experience in the field of early childhood education.</p>
<p>Short description This is what will appear when they do a search on the system so make it sound appealing to the candidate.</p>	<p>An exciting opportunity to join an experienced and dedicated team of childcare professionals who will support you in gaining a qualification in childcare.</p>
<p>Number of positions available</p>	<p>4</p>
<p>Weekly Wage This must be a minimum of £5.28 per hour. The better the wage and/or prospects the more candidates will be attracted to the vacancy.</p>	<p>National Minimum Wage for Apprentices</p>
<p>Working Week This must set out: Working days, times to detail shift work, summary of the hours.</p>	<ul style="list-style-type: none"> • Monday – Friday • Shifts between 7:00am am and 6:00pm • 37.5 hours per week
<p>Future prospects description This should be completed</p>	<p>We are dedicated to providing our employees with comprehensive training to ensure their skills are of the highest level. As part of our commitment, you will have the opportunity</p>

<p>so that candidates can see the opportunities which the vacancy could lead to, but this must be realistic. A low starting wage may be offset by the prospects.</p>	<p>to participate in various training programs such as first aid and safeguarding. These training courses will equip you with valuable knowledge and skills to excel in your role.</p> <p>To support you further in your studies, we will assign a mentor who is a senior member of our team with extensive experience. Your mentor will be there to provide guidance and assistance as you progress in your educational journey.</p> <p>At Ponteland Academy Trust, the safety and well-being of our children and families are of utmost importance. Therefore, as part of the application process, you will be required to complete an advanced Disclosure and Barring Service (DBS) check. This is to ensure that we maintain a safe and secure environment for everyone involved.</p> <p>We are excited to welcome you to our team and provide you with the necessary support and opportunities to thrive in your chosen field.</p>
<p>Contact name</p>	<p>Emma Clayton</p>

<p>Employer Details</p>	
<p>Employers name</p>	<p>Ponteland Academy Trust</p>
<p>Employer Description This should clearly describe what the employer does. Please reflect the size, location and environments where possible.</p>	<p>A nursery for children aged 2 - 4 years. Located in Ponteland We Offer full time provision with the potential for additional holiday clubs and playgroup places.</p>
<p>Employer website and logo</p>	<p>www.Ponteland.academy</p>

<p>Vacancy Location</p>	
<p>Vacancy Location This is the address where the Apprenticeship will be based, if not located at the address in Employer Details.</p>	<p>Ponteland Community Primary School Callerton Lane Ponteland NE20 9EY</p>

About the Candidate

<p>Skills required List the key skills (technical and soft skills) sought.</p>	<p>Genuine care and affection of young children. The ability to interact appropriately with children. Be able to communicate with children and adults Be willing to learn Be able to understand and learn about child development and put this into practise Be able to contribute to the smooth running of the nursery Be purposefully engaged in activities and involved in children's play Be able to follow instruction well and seek advice appropriately Be able to work on own initiative as well as part of a team To learn how to handle various situations, some difficult. Be enthusiastic Report to line manager Be able to complete paperwork to a high standard Good standard of hygiene and well presented in an appropriate manner</p>
<p>Qualifications required List the key qualifications for this role including the type of qualification i.e. GCSE and the grades i.e. A-C. Also include 'or equivalent' to reflect different learning styles.</p>	<p>GCSE grades A-C or equivalent English and Maths</p>
<p>Personal qualities Identify the key personal qualities required for the role.</p>	<p>Be kind, nurturing with young children Be outgoing, fun, happy to be with Want to work with young children Good listener Have empathy for children, families and colleagues Good communicator, both oral and written Good level of personal hygiene</p>

Additional Detail	
<p>Important Other Information For example: working away, travel, shift work, study for additional qualifications.</p>	<p>Shift work is required. Monday – Friday 7am-6pm. Some occasional work is required on an evening such as training events or staff meetings.</p>

Key Dates	
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Closing date	Open application
Interview start date	Rolling
Possible start date	Dependent on DBS and references.