

**Job Title:** Apprentice/Trainee  
Nursery Nurse/Assistant  
Senior Nursery Nurse

**Accountable to:** Nursery Supervisor  
Deputy Manager  
Nursery Manager  
Directors

**Responsibility:** You will be responsible for the welfare, learning and development of a designated group of children.

## Job Purpose:

Take a shared responsibility for the welfare, learning and development of a designated group of children within the nursery by working with initiative and creativity to foster an environment that encourages the children's all-round development.

To promote Sunny Day Nurseries to parents, potential parents, the community and to allied professionals.

To actively promote equal opportunities for all children, their families and staff, with due respect and consideration for gender, race, language, disability, age religion, culture, sexuality and class.

## Duties:

1. Implement policies and procedures to ensure the welfare requirements of the *Early Years Foundation Stage Statutory Framework* are met.
2. Assist in the planning of appropriate experiences for children, in line with Sunny Day Nurseries' core practices to meet the learning and development requirements of the EYFS Statutory Framework.
3. Participate in Sunny Day Nurseries' policy on planning, assessment, recording and reporting, in line with the requirements of the EYFS Statutory Framework.
4. Take on the role of key person for a designated group of children when deemed appropriate.
5. Assist in providing effective liaison with parents on a day-to-day basis regarding the welfare, learning and development of the children in the designated section.
6. Take shared responsibility for standards of safety, security, hygiene, cleanliness and tidiness throughout the nursery.
7. Maintain the highest level of cleanliness and hygiene in sleeping, nappy changing, food preparation and service areas.
8. Take shared responsibility for the care, maintenance and security of all equipment and toys within the nursery.
9. Participate in the nursery's performance management review process and access any necessary meetings, training, or professional development.
10. Comply with all Sunny Day Nurseries' policies and procedures at all times.
11. Treat all staff, children and parents with courtesy and kindness at all times.
12. Undertake any other duties as agreed with the Nursery Manager/Deputy.

- In the Senior role all of the duties apply but it is expected that you will demonstrate your child care experience to staff, providing an excellent role model and taking a lead role when the Supervisor is out of the room or off duty.
- As an apprentice/trainee you will receive support, guidance and training in order to execute all the duties listed to the best of your abilities.

## Salary Range & Conditions:

|  |                        |
|--|------------------------|
| Apprentice/Trainee (cluster staff - experience to be assessed and agreed)  | Training allowance>NMW |
| Nursery Assistant (minimum L2 cluster staff - experience to be assessed and agreed)  | £10.50ph>£11.50ph      |
| Nursery Nurse (minimum L3 cluster staff with minimum 1-year post-qualifying experience)  | £10.80ph>£12ph         |
| Senior Nursery Nurse (minimum L3 core staff with minimum 4 years post-qualifying experience) ( <i>Salary based on full-time contract</i> ) | £23,400pa>£26,000pa    |

## ADDITIONAL STAFF BENEFITS

- Flexible working hours - *individually negotiated*
- Paid break during day
- 28 days *plus half a day per year worked*
  - holiday per year, including Bank Holidays,
  - rises each *full year at April* up to 30 days
- Full induction training
- A commitment to fully funded CPD - incl. Food Hygiene, First Aid, Health & Safety, Child Protection, Equal Opportunities, etc, - *all provided free of charge for all staff*
- Full/Part Funded Qualifications by agreement with real opportunities for career progression
- DBS checks paid by Sunny Days
- Length of Service Rewards
- Auto-enrolment Pension Scheme
- Hot staff lunch provided when on duty
- 50% childcare discount
- Free Flu Jab
- Uniform – polo, fleece & jacket - *all provided free of charge for all staff*
- Sick Pay Scheme – *eligible after one years' service*
- 'Refer a New Recruit' Scheme