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## Job Descriptions: Apprentice/Trainee (example)

This template supports Section 2: The Recruitment Process.

**Job title:** Modern Apprentice/Trainee

### Purpose of post

- To be trained to do the same post as a Nursery Practitioner or Nursery Assistant
- To contribute to a high-quality caring environment for children. This includes creating a warm, friendly and stimulating atmosphere in which the children can develop emotionally, socially and educationally through individual attention and group activities.

### Key areas

- To work with children
- To attend all training as set out in your training agreement
- To complete all assignments set on time
- To work as part of the team
- To attend associated training deemed appropriate by the manager in consideration of your individual needs and wishes
- To liaise with mentor and manager.

### Responsible to

Mentor/Nursery Manager/Team Lead

### Duties and responsibilities

- College attendance, meeting with training provider and completing assignments on time
- To attend team meetings and participate in sharing ideas
- Under supervision provide all aspects of care for children including washing, changing and feeding
- To assist with meeting the personal, social and emotional needs of individual children
- To provide adult interaction with children in the nursery
- To attend all training relevant to the role and deemed appropriate by the manager/training provider
- To be aware of and abide by the nursery's confidentiality policy, and all other policies the manager deems appropriate
- Team work
- Support all staff and engage in a good staff team.

### General

- Contribute to good standards of safety, hygiene and cleanliness in the nursery
- To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the trainee's supervisor from time-to-time