



ABC Childcare
537 Foxhall Road
Ipswich
Suffolk
IP3 8LR
www.abcchildcare.org.uk

Job Title: Apprentice

Level 3 Early years Educator

[Early years educator / Institute for Apprenticeships and Technical Education](#)

Company Overview

ABC provides education for children from the age of 2 to 5 years. We also provide childcare through 'Freetime Clubs' who look after children out of school times for children aged 4-11 years. ABC is open from 8am til 6pm, Monday to Friday for 51 weeks of the year.

Our Pedagogy is learning through play, which we see as the work of the child. We follow the guidance of the Early Years Foundation Stage within the pre-school and the Play work Principles within Freetime clubs

ABC is located in east Ipswich and has good public transport links.

Role Overview

- Assisting in the smooth running of sessions including providing and evaluating the effectiveness of available activities.
- Working as part of a team
- Carrying out all responsibilities and activities within an equal opportunities framework.
- Working within the charities policies and procedures.
- Assisting in assuring the safe release of children to parents or designated collectors and being available to provide feedback.
- Encouraging parental involvement, keeping parents informed of issues concerning their child.
- Assisting with risk assessment and opening and closing procedures
- Completing accident, incident and existing injuries forms as required.
- Assisting in the preparation of snack.
- Undertaking responsibility for resources within a specific areas
- Undertaking continued professional development
- Assisting the supervisor in planning, arranging and implementing trips.
- Once qualified, carrying out First Aid as required
- Attending staff meetings
- Supporting and encouraging development and independence. Observing and recording achievements.
- Identifying development needs and preferences - plan and implement activities.

Job Description

This is a fixed term position from the commencement of the apprenticeship until completion of the apprenticeship qualification which is expected to be in the region of 18 months in total.

The role is based on 36 hours a week, including study time to complete the mandatory 6 hours Off the Job Training study time within those hours to complete the Early Years Educator level 3.

Key Duties

- Be part of a team and support the smooth running of the session
- Assisting in the preparation and serving of snack.
- Provide activities that meet the needs of the children
- Provide personal care for the children and record this as instructed
- Carry out observations and assessments on the children
- Evaluated activities and contribute to next steps of the children learning
- To have a room/environment awareness to ensure that the children are as safe as practically possible
- Work in partnership with parents and provide feedback when required
- Working within the charities policies and procedures.
- Assisting with risk assessment and opening and closing procedures
- Completing accident, incident and existing injuries forms as required
- Once qualified, carrying out First Aid as required
- Attending staff meetings
- Identifying development needs and preferences - plan and implement activities.
- Undertaking continued professional development

Desired Skills

Essentials for the post

- An understanding of good quality childcare
- A commitment to equal opportunities
- Ability to provide and facilitate safe play
- Ability and flexibility to meet children's individual needs
- Ability to work on own initiative and as part of a team
- Strong communication skills and the ability to build excellent relationships with all customers, team members and management
- Tenacity and positivity with a strong drive to succeed

Desired Personal Qualities

A team player with a positive attitude who is trustworthy, methodical and dependable. A self-motivated individual looking to increase their knowledge base and engage with all areas of the business.

Competencies

The applicant must enjoy working with children and their families, be patient and discreet. The applicant will be required to undergo the company's vetting procedure and be prepared to undertake any additional qualification or workshops to further their own development.

Qualification's

- GCSE at Grade 4 or above in Maths and English
- Desirable ICT qualification and/or knowledge of Microsoft, Outlook

Entry onto the apprenticeship is subject to an initial assessment to establish course suitability. Ideally applicants should have at least 4 GCSEs including English and Maths at grades 9- 4.

Reward

- **Salary** Minimum of £4.81 per hour National Apprenticeship Minimum wage
- **Holiday** 28-day holiday per year including Bank and Public Holidays

Benefits

- Company uniform
- Free tea and coffee

NB: This post is exempt from the Rehabilitation of Offenders Act 1974, Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.

- *To apply for this role, please register your interest by emailing your CV and accompanying letter to: apprenticeships@suffolk.gov.uk*