

Early Years Apprentice

Job Title: Early Years Apprentice

Location: The Sunshine Centre

Hours: 39 hours all year round

Salary: Apprenticeship Rate / National Apprenticeship Wage

Reporting To: Nursery Manager / Room Leader

Job Purpose

We are seeking a motivated and enthusiastic Early Years Apprentice to join our team. This role offers an excellent opportunity to gain practical experience while working towards a recognised Early Years qualification. You will support the delivery of high-quality care and education for children, helping to create a safe, stimulating, and nurturing environment where every child can learn, develop, and thrive.

Key Responsibilities

- Support the planning and delivery of engaging activities that promote children's learning and development.
- Assist in providing a safe, welcoming, and inclusive environment for all children.
- Build positive relationships with children, parents, carers, and colleagues.
- Observe, monitor, and record children's progress under the guidance of experienced practitioners.
- Support children's personal care needs, including toileting, hygiene, and meal times where appropriate.
- Encourage positive behaviour and support children's social and emotional development.
- Assist with setting up and clearing away activities and learning environments.
- Follow safeguarding, health and safety, and nursery policies and procedures at all times.
- Attend training sessions and complete coursework required for the apprenticeship qualification.
- Participate in team meetings and contribute to the continuous improvement of the setting.

Person Specification

Essential

- Genuine interest in working with young children.
- Positive, caring, and enthusiastic attitude.
- Good communication and interpersonal skills.

- Ability to work as part of a team.
- Willingness to learn and undertake an Early Years apprenticeship qualification.
- Basic literacy and numeracy skills.

Desirable

- Previous experience working with children in a voluntary, work experience, or paid capacity.
- Knowledge of child development and the Early Years Foundation Stage (EYFS).
- Paediatric First Aid qualification (or willingness to undertake training).

Training and Development

The successful candidate will work towards a recognised Early Years qualification, receiving on-the-job training and support from experienced practitioners. Regular reviews and mentoring will ensure continuous professional development throughout the apprenticeship.

What We Offer

- A supportive and friendly working environment.
- Training and development opportunities.
- Hands-on experience in an early years setting.
- Opportunity to gain a nationally recognised qualification.
- Paid study time (within the 39 hours)
- Career progression opportunities upon successful completion of the apprenticeship.

Safeguarding Statement

This organisation is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant will be subject to appropriate pre-employment checks, including an enhanced DBS check.

Applications will be reviewed on a rolling basis.

To apply, please complete and return an application form. Application packs can be requested by emailing community@sunshinecentre.org, picked up at reception or downloaded on the “Vacancies” page of our website.