

Early Years Apprenticeship

Society Division:	Early Years
Society Reporting Unit:	
Location:	
Reports to (job title):	Nursery Manager
Number of direct reports:	N/A
Number of in-direct reports:	N/A
Budget / Revenue Responsibility:	N/A
Key Stakeholders:	Colleagues, Parents, Management team, Support Services teams
Date of Job Description:	29.06.2026

Role Purpose:

Welcome to childcare with a difference, set up to nurture the next generation of kind, considerate children. The right person will be passionate in playing their part to help us achieve those goals. In return, we provide a happy and fun-loving environment that means both children and colleagues can fulfil their potential. Alongside your role in the nursery, you will be completing your apprenticeship to gain a full and relevant Early Years qualification. If you're passionate, enthusiastic and keen to learn, develop and have a rewarding career in Early Years, we'd love to hear from you.

- As an Early Years Apprentice, you will work with and report directly to your Room Manager and Nursery Manager, and will work in unity with your colleagues Operations Team and Education and Quality Leads to develop best practice and learn how to achieve outstanding results in the room, and outstanding outcomes for children.
- As a valuable member of the team, you will support your colleagues to provide opportunities for children to learn through play.
- You will be pro-active and committed to developing your understanding and application of high-quality care and early education, bringing passion and enthusiasm so families and children will rate us as outstanding.

Role Responsibilities:

Helping Children

- Contribute to the learning experiences of children through our Pioneering Pathway and pedagogy.
- Support your colleagues to provide enabling environments, ensuring all children have high quality opportunities to play, learn and develop.
- Develop a good knowledge of safeguarding and act swiftly to address any emerging child protection concerns, ensuring these are referred without delay to the Designated Safeguarding Lead.
- Prioritise safety by contributing to creating and maintaining a safe, inclusive, and nurturing environment in which every child feels valued, their well-being is promoted, and their individual needs are consistently met.

Helping Families

- Work with your colleagues to provide our families with an exceptional experience, building relationships with the children's families to ensure the children's individual needs are met.
- Support colleagues to bring the Little Pioneers Parent and Member Experience to life, showcasing our full range of Little Pioneers and Society products and services.

Helping Colleagues

- Work with your colleagues under the direction of your Room Manager to achieve the nursery targets to be safe, compliant and meet regulatory requirements.
- Work with your Room Manager by positively contributing to the success of all aspects of your room, the nursery and the nursery plan.

Helping Yourself

- Commit to completing your apprenticeship in full, meeting all deadlines set and all requirements of your apprenticeship.
- Be pro-active in your development, and show a willingness to learn and act on feedback to continuously improve.
- Keep up to date with new thinking, legislation and your own professional development.
- Complete your Paediatric First Aid training, in line with our Millie's Mark accreditation.
- Be a role model for exceptionally high standards, never cutting corners.
- Request regular check-ins with your Nursery Manager to have conversations around your progress, areas for development and ways to deliver outstanding care and education.
- Be big on safety, completing all training and keeping up to date with policies and procedures, ensuring compliance is achieved in your room.
- Complete the relevant safeguarding/ child protection training and update this regularly.

Helping OurCoop and the wider community

- Work with your colleagues to promote the 'Doing Good Together' fund and supporting local communities.
- Be a part of a culture where everyone works as a team, can achieve their full potential, are ambassadors of the Little Pioneers culture and values, and thrives on feedback.
- Keep all nursery and other sensitive information confidential, both in and outside of the workplace.
- Work within the terms of your contract of employment and adhere to Society policies and procedures.
- Occasionally situations may arise where other duties or tasks may be required as reasonably requested by the Society.

Qualifications & Experience:

Desired Qualifications

- Grade C/ 4 or above or equivalent in English and Maths
- Experience of working with children

Desired Characteristics

- Passionate about Early Years and working with children.
- Energetic, committed and enthusiastic.
- Open and honest, with good listening skills and communication.
- A can-do attitude.
- Pro-active, keen to learn and develop, and act on feedback to continuously improve.

What you need:

OurCoop Little Pioneers ensures that our colleagues looking after children in our nurseries are suitable to fulfil the requirements of their roles. There are effective systems in place to ensure that colleagues and any other person who is likely to have regular contact with children are suitable to do so every day. To work at Little Pioneers, you will need:

- A willingness to develop understanding and knowledge of the Early Years Framework and Ofsted standards.
- Evidence of Right to Work in the UK and, if required, a visa to cover you for the full length of your apprenticeship.
- To have been a resident of the UK for 3 years prior to the start of your apprenticeship.
- A clear enhanced DBS, with the requirement to join the DBS update service.
- Two satisfactory references.