Dear Applicant,

Thank you for your interest in the role of **Early Years Apprentice** at **The Beehive @ Barton Farm Primary**.

This is a brand-new role created as part of the expansion of our popular Beehive Nursery. You will be joining the team at an exciting stage in our development as we move into our new purpose-built setting within the school grounds and begin offering year-round care.

**Why Start Your Career at The Beehive @ Barton Farm?**

- Gain your qualification while digging in the allotment, exploring for bugs or being creative with clay
- Be mentored by experienced practitioners every step of the way
- Work in a fun and friendly school-based nursery and benefit from being part of a bigger family
- Take advantage of opportunities to grow your career across our family of schools

**What you will be doing**

- Supporting children's learning and development in our nursery
- Engaging children in fun and engaging activities
- Ensuring a safe and stimulating environment
- Assisting with daily routine such as mealtime, nap times and outdoor play
- Working with a team of experienced childcare professionals

**What we offer**

- Remote learning – complete your qualification with online support from experienced tutors
- Hands on experience – gain valuable skills in a real work environment
- Career progression – opportunities to move into full-time employment on completion
- Dedicated mentor – one to one guidance throughout your apprenticeship
- Holiday allowance – Earn paid time off while you learn

To help you fully understand what Barton Farm and The Beehive can offer, I encourage you to come and meet us. I would be delighted to welcome you to the school, show you around our setting and answer any questions you may have. Please contact me at h.griffiths@bartonfarm.uwinat.co.uk to arrange a visit.

Please submit your application as soon as possible, as suitable candidates may be invited to interview before the closing date. Please ensure that you clearly indicate on your application which post you are applying for.

I look forward to hearing from you.

Kind regards,

Hannah Griffiths

Early Years Leader

# Early Years Apprentice (Level 2)

**Closing date:** Ongoing

**Job Start Date:** January 2027

**Contract/Hours:** Fixed term for the duration of the course with the possibility of becoming permanent thereafter. 37 hours per week, 52 weeks per year.

**Salary Details:** £10 per hour (16–18-year-olds and 19+ year olds in their first year of apprenticeship), increasing in line with National Minimum Wage for apprentices

**Location of Role:** The Beehive @ Barton Farm Primary, Winchester, SO22 6HS

**Contact e-mail address:** h.griffiths@bartonfarm.uwinat.co.uk

## Job/Person Summary

Join our friendly team at Beehive Nursery as an Early Years Apprentice and be part of an exciting new stage in our journey. We're looking for someone who is enthusiastic, eager to learn, and excited about starting a career helping young children thrive. In return, you'll be supported by a welcoming school community.

### Why Join Our Team?

As a member of team, you will have access to a range of valuable benefits designed to support your professional skills, financial wellbeing, health and work-life balance.

**Local Government Pension Scheme (LGPS)**

The LGPS is one of the most valuable workplace pension schemes available in the UK. As a defined benefit pension scheme with strong statutory protections, it provides a secure income in retirement. The school contributes approximately three times more than employees contribute themselves, making it significantly more generous than many pension arrangements available elsewhere (including private nurseries).

**Additional Benefits**

- Cycle to Work Scheme
- Free annual flu vaccination
- Eye test vouchers
- Hampshire pay scales with clear salary progression opportunities
- Generous annual leave entitlement (where applicable)
- Access to training and professional development opportunities
- Staff discount available for dependents & preferential admission to Barton Farm Primary.
- Unlike larger nursery groups, we pride ourselves on providing a welcoming, close-knit environment where relationships matter, decisions are made locally, and every team member can make a meaningful difference.

**Application Procedure**

Applications should be on University of Winchester Academy Trust application form **and individual CV's will not be accepted.** If you currently work in a school, please ensure one of your references is from your current Headteacher. Application forms and further information about the school can be found on the Barton Farm Primary School website: https://bartonfarmacademy.co.uk/News/Vacancies/

**Please submit your application as soon as possible as we will invite candidates to interview in November and December whilst the vacancy remains open.**

For an informal conversation about the post or to arrange to meet our Early Years Leader, Hannah Griffiths, please contact us by email at h.griffiths@bartonfarm.uwinat.co.uk.
Completed application forms should be returned to Hannah Griffiths via email at the above address. Alternatively, a paper copy sent to Barton Farm primary Academy Glazier Road, Kings Barton, Winchester, SO22 6HS.

**Disclaimer: due to the high volume of applications we receive, we reserve the right to close a vacancy earlier than the advertised date if we receive applications that meet the criteria. Once a vacancy has closed, we are unable to consider further applications, so please submit your application as soon as possible to avoid disappointment.**

## Artificial Intelligence (AI) tools

We currently do not use AI tools in our recruitment processes; however, we understand that you may choose to use AI tools to help you with your application.

If you do, please remember:

· AI-generated answers can often be generic and impersonal, which may not accurately reflect your qualifications, skills, and experiences
· AI-generated applications may lack the personal touch that human-written applications have, this may make you seem less engaged or interested
· Ensure the information provided genuinely represents your own voice and experience
· You must not provide false or misleading information
· If you rely too heavily on AI you might not develop the necessary skills to communicate your experiences and qualifications effectively in interviews or other stages of the hiring process. This may make you come across to the interviewer as a different person to the one that wrote the application form, and you may not be successful in the interview.

## Safer Recruitment Statement

The University of Winchester Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. Candidates that are shortlisted will be subject to an online check. All successful candidates will be subject to an Enhanced Disclosure and Barring Service check (DBS) along with other relevant employment checks, including Children's Barred List. Prior to interview, an online search will be carried out on information that is publicly available as part of our due diligence on shortlisted candidates.

# Job Description

**Responsible to:** The Lead Practitioner and Early Years Leader

**Function:** Early Years Apprentice (Level 2)

**Salary:** £10 per hour (16-18 year olds and 19+ year olds in their first year of apprenticeship), increasing in line with National Minimum Wage for apprentices

**1. Childcare & Development**

- **Daily Care Routines:** Support everyday activities including personal care (washing, changing nappies), feeding, and maintaining dietary requirements under supervision.
- **Learning & Play:** Help plan, set up, and deliver indoor and outdoor play-based experiences that align with the Early Years Foundation Stage (EYFS) curriculum.
- **Key Person Role:** Under mentorship, shadow and eventually take on the role of a 'key person', observing children's development and tracking their emotional and social milestones.

**2. Safety, Health & Safeguarding**

- **Environment Maintenance:** Maintain a clean, secure, and welcoming room environment.
- **Safeguarding Compliance:** Understand and strictly adhere to the nursery's child protection, health and safety, and confidentiality policies.
- **Risk Management:** Assist senior staff with daily risk assessments and reporting any accidents or hazards immediately.

**3. Teamwork & Communication**

- **Parent Liaison:** Build positive, professional relationships with parents and carers to share updates on their child's day.
- **Staff Collaboration:** Engage positively within the staff team, attending room meetings, staff meetings, and nursery events (e.g., parents' evenings).

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

BARTON FARM PRIMARY ACADEMY
NURTURING CURIOSITY

UNIVERSITY OF WINCHESTER ACADEMY TRUST

# Early Years Apprentice (Level 2) ~ Person Specification

| | Essential | Desirable |
|---|---|---|
| Qualifications | • Willingness to work towards functional skills in English and Maths.<br>• Must pass an Enhanced DBS check to work with children (Funded by us). | • GCSE's in English and Maths<br>• Paediatric first aid<br>• Food hygiene |
| Knowledge, Skills and Abilities | • A genuine warmth, empathy and patience when working with young children.<br>• A sense of humour.<br>• Good verbal and written communication skills to interact with children and speak professionally with colleagues and parents.<br>• Ability to work well within a busy environment whilst also showing eagerness to show initiative and learn on the job.<br>• Organisation and dedicated to balance daily nursery work with finishing apprenticeship work and assignments.<br>• Reliable and flexible | |
| Experience | | • Experience of interaction with young children – for example this could be with family members or baby sitting<br>• Working in a nursery setting |