YMCA CHESHIRE

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APPRENTICE EARLY YEARS ASSISTANT

Candidate Pack

October 2026

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Welcome

Thank you for your interest in the Apprentice Early Years Assistant position at GLO Childcare and Education, part of YMCA Cheshire.

YMCA Cheshire is excited to be opening a new 79-place childcare setting in Crewe. GLO Childcare and Education will provide high-quality childcare and education for children aged 3 months to 5 years, giving them the best start in life. Guided by our family work approach, we place the child and family at the heart of everything we do.

As the Apprentice Early Years Assistant, you will support the day-to-day running of the room at GLO Childcare and Education, at the Apollo Campus in Crewe, reporting to the Room Leader. You'll provide exceptional teamwork, ensuring high-quality childcare and education in a nurturing, inclusive environment where children's curiosity grows, and they thrive.

The full job description is on pages 8 - 9 of this document.
Key tasks include:

- To support the Room Leader and Deputy Room Leader in the day-to-day running of the room for children aged 3 months – 5-year-olds, whilst adhering to YMCA Cheshire policies and procedures.
- Assist and support the GLO Childcare and Education team in providing a high-quality, safe and stimulating environment in order for children to grow and meet their full potential.
- To comply with all H&S, EYFS and OFSTED legislation and requirements, reporting any compliance concerns to the Room Leader.

There is also a person specification on pages 10 - 12 — we are looking for someone who:

- Believes that all children deserve the best start in life and education.
- Is passionate and committed to delivering quality childcare, education and support for children and their families.
- Prioritises safe, trusted, high-quality childcare and developmental activities that support children's growth.
- Takes pride in recognising and celebrating children's experiences and achievements, however small.

The post holder will report directly to the Room Leader.
This is a full-time post, working 30 hours per week across five days, during term time (40 weeks).
You are required to train towards a Level 2 or Level 3 early years qualification.
We are passionate and enthusiastic about our work and love an energetic "can do" attitude in staff!
Details about how to apply are at the end of this pack.
If you would like to discuss the role further, please do not hesitate to contact me.
Please read this pack carefully. To apply, follow the link on page 13. Applications must be received by 11.59 pm on Thursday 29th October 2026.

Vicky Cairney

Vicky Cairney
Strategic Lead for Childcare
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About Us

There has been a YMCA in Crewe since 1909, when an invitation went out in Crewe Chronicle inviting young men to meet some “jolly good fellows”!

Today the YMCA welcomes people of all ages, all genders, all faiths, all races, all back grounds.

We have an asset-based, advantaged-thinking approach to all our work; we focus on strengths and view diversity of thought, culture, experience and traits as positive assets.

We have a number of different services in Crewe.

- We believe everyone should have a **safe place to stay**. Our aim is to provide a wide range of housing options to those who have experienced homelessness, designed to suit their individual needs. We have a variety of accommodation at our projects on Gresty Road and Valley Brook, as well as some flats and houses in the local community.

- We work with **young people** who arrive in the UK unaccompanied and seeking asylum; this team also works with young people who are leaving the care system.

- We have a growing number of services in Crewe for **children and families**, including After School Clubs, Drop Ins for parents and carers and holiday villages.

- We offer **mental health first aid** training to staff and volunteers.

- Our services are supported by our **three social enterprises**, the GLO Café, GLO Hub and GLO Maintenance.

Our Values

We believe that everyone has unique potential and skills to be explored and developed.
We will embed this belief in our work with service users, staff and volunteers.

We believe that a 'can do' approach is critical for facilitating change in people's lives.
We will foster and nurture this attitude in our work with service users, staff and volunteers.

We believe in the Christian basis and mission of the YMCA.
We will seek to exemplify and embed Christian ethos in our organisational practice in all we do.

Our Vision

Better lives and better futures for individuals and communities

- by beginning the end of the homeless experience, one person at a time
- by working with the talents of people making transitions to independence
- by engaging and supporting children and families and staying connected in the places they live

Our Mission

YMCA Cheshire is a Christian charity that responds to local need by creatively investing in the lives of individuals and the community through all our projects, including housing, learning, family support and working with children.

Our Faith

Our faith underpins all our work and motivates us to sustain a Christian mission than is socially active.

Working at YMCA Cheshire

YMCA Cheshire currently has just over 100 staff, 30 volunteers and 7 trustees.

We are an organisation that embraces a culture where our Christian based core values are at the heart of all we do.

We are committed to creating a workplace where all employees are given the opportunity to reach their full potential, feel valued and work effectively to achieve our goals.

We aspire to establish a workforce which reflects the diversity of the wider community.

We have a comprehensive health and wellbeing programme to support a healthy mind, body and spirit.

The programme includes:

Job Description (Page 1)

Job Purpose

· To support the Room Leader and Deputy Room Leader in the day-to-day running of the room for children aged 3 months – 5-year-olds, whilst adhering to YMCA Cheshire policies and procedures.
· Assist the GLO Childcare and Education team in providing a high-quality, safe and stimulating environment in order for children to grow and meet their full potential.
· To comply with all H&S, EYFS and OFSTED legislation and requirements, reporting any compliance concerns to the Room Leader.

Main Tasks

The postholder will:
· Assist GLO Childcare and Education in securing and sustaining OFSTED registration.
· Ensure high-quality, inclusive childcare is continually provided.
· Work alongside other team members to plan and deliver a suitable learning programme in line with the EYFS that offers a wide range of learning experiences, and act as a keyworker for a group of children.
· Be responsible for maintaining effective communication and encouraging and developing a team environment.
· Ensure all daily routines are adhered to.
· Liaise and support parents and carers, ensuring they are well informed of their child's progress.
· Promote cooperative working and networking between GLO Childcare and Education and other areas of YMCA Cheshire's work.
· Have up-to-date knowledge and understanding of Early Years practices and current curricula, attending training courses as appropriate.
· Provide efficient administration, collect required data and maintain appropriate and relevant records as required by regulatory bodies.
· Ensure that risk assessments are completed as necessary for activities, equipment and environment.
· Support staff in order to fulfil their roles.
· Support other apprentices, students and work experience placements.
· Attend regular team meetings.
· Implement all organisational and department policies, these include safeguarding and equality and diversity.
· Work towards and achieve agreed quality assurance schemes.
· Ensure excellent customer service is provided, and queries or complaints are dealt with in line with organisation policy.
· Offer a commitment to work unsociable hours when required.

Job Description (Page 2)

Other Tasks & Responsibilities

· To carry out other tasks within the post holder's capabilities as directed by your line manager.
· A commitment to Safeguarding and promoting the welfare of children, young people and adults at risk.
· A commitment to the Data Protection Regulations and relevant policies and procedures.
· To support YMCA Cheshire in implementing quality and continuous improvement through quality assurance systems relevant to the organisation and delivery area.
· Undertake core and relevant training to enhance personal and professional development.
· To work within YMCA Cheshire's policies and procedures with regard to health and safety, equality, diversity & inclusion, safeguarding, data protection and confidentiality.
· Understand personal responsibility under the Health & Safety at Work Act 1974, including fire safety.
· Be supportive of the Mission and Vision of YMCA Cheshire
· Understand, embrace and promote the values of the Association, for example:

We believe that each person has unique potential and skills to be explored and developed.
-We will embed this belief in our work with service users, staff and volunteers.

We believe that a 'can do' approach is critical for facilitating change in the lives of service users.
-We will foster and nurture this attitude in our work with service users, staff and volunteers.

We believe in the Christian basis and mission of the YMCA.
-We will seek to exemplify and embed a Christian ethos in our organisational practice in all we do

Person Specification

Knowledge	Essential	Desirable	Method of Assessment
A thorough knowledge of legislation, guidance and standards relating to early years provision and childcare		*	Application/ Interview
Extensive working knowledge of the EYFS		*	Application/ Interview
A knowledge and understanding of the need to value the views, skills and expertise of others		*	Application
A knowledge of integrated work procedures (CAF)		*	Interview
Knowledge and understanding of SEN Code of Practice and safeguarding		*	Application/ Interview
Qualifications			
Willingness to work towards a Level 2 or Level 3 early years qualification or equivalent	*		Application/ Certificate
Paediatric First Aid certificate		*	Application/ Certificate
Aptitudes and skills:			
Good verbal and written communication skills and the ability to relate well to children and adults	*		Application/ Interview/ Reference
Knowledge of Health and Safety at Work		*	Interview
Good organisational skills	*		Interview

Person Specification continued

Able to exercise close attention to detail and maintain accuracy levels	*		Interview
Able to present oneself and work effectively	*		Application/ Interview
Able to work alone and in a team, with good interpersonal skills	*		Interview
Good time management and an ability to prioritise	*		Interview
Excellent IT skills		*	Application/ Interview
Experience:			
Experience of working in an early years setting		*	Application/ Interview/ Reference
Personal qualities:			
Supportive of the Mission, Vision and Values of YMCA Cheshire	*		Interview
Have personal and professional integrity	*		Interview
Have a vision of an integrated and inclusive programme of activities		*	Interview
A genuine respect and regard for children and families, understanding the issues that impact on their lives	*		Interview

Person Specification continued

To show a commitment and enthusiasm towards achieving positive outcomes for service users	*		Interview
Be able to work on own initiative	*		Interview
Understand and respect the principles of confidentiality	*		Interview
Physical health:			
Able to meet the demands of the post with or without reasonable adjustment	*		Interview
Equality, Diversity and Inclusion:			
An understanding of equal opportunities issues	*		Interview
Commitment to Equal Opportunities legislation and an understanding of and commitment to working within the principles of diversity and inclusion	*		Interview

Key Employment Terms

- 30 hours per week, 5 days a week, Monday to Friday. Term time (40 weeks)
- Salary £11,553.83 - £12,275.94 per annum (inclusive of holiday pay and dependent on level of early years qualification being worked towards) (£8.48 - £9.01 per hour)
- Permanent contract
- Responsible to the Room Leader
- **This role is subject to the successful opening of the setting and subsequent resulting Ofsted registration**
- Company sick pay
- Pension contribution
- 4 x Life Assurance
- Health Assured Employee Assistance Programme
- Health Cash Back Plan

YMCA Cheshire is committed to the active promotion of equal opportunity, both in the provision of services and as an employer of paid and unpaid workers.

YMCA Cheshire is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Any offer of employment will be subject to satisfactory references and Enhanced DBS check.

How To Apply

The closing date for applications: 11.59 pm on Thursday 29th October 2026
These should be submitted via the link Early Years Assistant Apprentice – Find an apprenticeship – GOV.UK.
Shortlisting to take place: November 2026
Interviews to take place: November 2027
Start Date: 1st March 2027