Recruitment Pack



EAST RENFREWSHIRE COUNCIL

CHILD DEVELOPMENT OFFICER

MADRAS FAMILY CENTRE

ERN05953

EXTERNAL

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Person Specification

This Recruitment Pack should contain all the information you require to complete your application.

ADVERTISEMENT

DEPARTMENT:	Education
JOB TITLE:	Child Development Officer
JOB STATUS:	Full Time
DURATION:	Permanent
NUMBER OF VACANCIES:	1
GRADE:	7
HOURLY RATE:	£16.95 - £18.21
ANNUAL SALARY:	£30,932 - £33,231
HOURS PER WEEK:	35
WORK PATTERN:	Shifts between 08;00 and 18:00
LOCATION:	Madras Family Centre

To work together with the management team to provide a service appropriate to the needs of children aged 0-5 years and their families.

East Renfrewshire Council has launched a new 15 year Community Planning Partnership vision called 'A Place to Grow'. Please follow this link https://eastrenfrewshire.gov.uk/placetogrow to watch a video and read our full plan which sets out our shared hopes and aspirations between now and 2040 so that East Renfrewshire is a place where everyone can flourish, thrive and grow.

Applicants for the above post should currently have the qualifications of HNC Childhood Practice at SCQF Level 7. SVQ Social Services (Children and Young People) at SCQF Level 7 (or equivalent qualification recognised by SSSC). Experience working with children with additional support needs would also be desirable.

This post is considered Regulated Work with Children, under the Protection of Vulnerable Groups (Scotland) Act 2007. It is an offence to apply if you are barred from working with children. In addition to this, if you have lived or worked in any country outside the UK in the past 10 years, there may be a requirement for an overseas police check.

This post requires Scottish Social Services Council (SSSC) registration. You must currently have registration or eligibility to apply from commencement of employment (you must apply to register within the first 3 months of employment to ensure registration is complete within 6 months of starting in your role).

Please note – all applicants will be asked to provide proof of their right to work in the UK, and any offer of employment will be conditional upon verifying documentary evidence before employment commences. Further information can be found here: https://www.gov.uk/prove-right-to-work

Please note East Renfrewshire Council does not provide Visa sponsorship.

As an employer, we are committed to promoting and protecting the physical and mental health of all our employees.

Pension Scheme

Employees with a contract of employment for 3 months or more are automatically included in our Local Government Pension Scheme which is a career average scheme. Pension contribution rates are based on a tiered system determined by your annual full time equivalent pensionable pay. Further details can be found in the attached document General Information for Applicants or via the Strathclyde Pension Fund website Local Government Pension Scheme (LGPS) Guidance

Recruitment Dates

Closing date for applications: midnight on Sunday 26 October 2025

Shortleet date: **30 October 2025**

Interview date: **14 November 2025**

If you would like an informal discussion about the post, please contact Gerard Curley, Head Teacher, at 0141 570 7480 (No agencies please).

Recruitment Communication

As you are applying for this post on-line you will receive an automatic e-mail receipt once you have submitted your form.

You should also note that all communication will be sent electronically to the email address you provide on your form. This can include the following:

- Email notification advising of outcome of shortlisting
- Invite to interview email
- Conditional offer email
- Full employment contract

Given the nature of the above correspondence you should ensure that the email address you provide is secure and relevant (i.e. not public or work related if possible)

Payslips

The council provides electronic payslips online through our employee self-service portal. Successful applicants will be provided with a login to the self-service portal to access their payslip.

Guaranteed Interview Scheme

Disability Confident

If a disabled applicant can clearly show in their application that they meet the essential criteria for the job (as shown in the person specification) they will be given the opportunity to demonstrate their abilities at interview.

Care Experienced Children and Young People – Looked After Children

For Local Government roles, if an applicant clearly shows in their application that they meet the essential criteria for the job (as shown in the person specification) and they have either been in the care of their local authority i.e. been in foster care or in residential care etc. and they are under the age of 29 years old they will be given the opportunity to demonstrate their abilities at interview.

Veterans

For Local Government roles, if an applicant clearly shows in their application that they meet the essential criteria for the job (as shown in the person specification) and can demonstrate in their work history they are a Veteran of the armed forces who has left or is leaving service then applicants will be given the opportunity to demonstrate their abilities at interview.

Trainee Roles or Modern Apprentices

For modern apprentices or traineeship roles where the applicant is an East Renfrewshire Council resident or school leaver, they will be guaranteed interview if the applicant clearly shows in their application that they meet the essential criteria for the job.

Equalities

East Renfrewshire Council is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

Our aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

We offer a range of family friendly, inclusive employment policies, and employee benefits to support staff from different backgrounds.

East Renfrewshire Council has committed to implement the key recommendations of the Scottish Parliament's Equalities and Human Rights Committee's Race Equality, Employment and Skills: Making Progress report.

Application Guidance

For help on completing East Renfrewshire Council's Local Government application form, we have provided guidance on our Careers webpage under the Applying to Work for Us section which can be found here
- https://www.eastrenfrewshire.gov.uk/careers

Privacy Notice

If you would like more information about how we handle your data please read our Privacy Notice which can be found here:
https://www.eastrenfrewshire.gov.uk/hr-privacy-notice

JOB DESCRIPTION

Department:	Education
Division/Section:	Early Learning and Childcare
Job Title:	Child Development Officer (0 to 5 years)
Responsible to:	Head Teacher
Grade:	7
Date Revised:	June 2018
Principal Functions:	To assist in providing a quality education and care service for early years children and families within the community.
Main Duties:	Observe and implement the policies of East Renfrewshire Council. Implement Child Protection procedures. Comply with standards set by the Care Inspectorate on the care and welfare of early years children. Encourage children to adopt good hygiene practice at all times, e.g. toilet supervision and brushing of teeth. Assist with the changing of children who soil themselves. Supervise and administer medication in accordance with authority guidelines. Implement Health and Safety guidelines. Assess the workplace on a daily basis and report potential hazards to ensure the safety of early years children attending the nursery so that materials and equipment are safely out of harms way. Take appropriate measures to ensure infection control procedures are in place at all times.

Ensure the security of children within the nursery environment at all times and make sure exits and entrances to the family centre are secure.

Participate in self-evaluation using How Good is our Early Learning and Childcare and National Care Standards.

Actively take part in continuous professional development
Participate in performance review and development and regularly update SSSC self- evaluation and development paperwork

Make positive contributions to the strategic and operational planning process

Providing a caring, safe and stimulating learning environment, which enables each child to develop at their own pace.

Develop and promote early literacy, numeracy and health and well being through play for all children.

Comply with current guidelines for 0 to 5 year olds.

Carry out regular planned focused observations of children's learning and use skilful questioning and dialogue, to record children's development and progress

Maintain a record of children's work containing dated samples of work, sharing children's progress for eventual entry on summative reports.

Respond to the individual needs of children by planning learning experiences, both indoors and outdoors, which match their interests, aptitudes and abilities.

Contribute to moderation discussions and activities and play an active role within the Cluster.

Contribute to staff meetings and participate in planning balanced programmes for learning.

Lead children in group activities and be led by children's interests.

Assist with the delivery of programmes of work for children with additional support needs and contribute to Well Being plans.

Liaise with parents over children's progress and be involved in parent meetings as appropriate.

Support and develop parental engagement and involve parents in their children's learning, discuss aspects of a child's day with parents or their specific development.

Make parents and carers of children welcome at the beginning and ending of the nursery session and be receptive, intuitive and proactive in recognising potential home environment problems that may involve Child Protection issues.

Collaborate with other departments and agencies as appropriate.

Participate in the training of students and modern apprentices.

Promote equality of opportunities.

Undertake such duties within the range of the post assigned by the Head Teacher or other person acting on his/her behalf.

PERSON SPECIFICATION

POST OF: CHILD DEVELOPMENT OFFICER GRADE: 7	SERVICE: EARLY LEARNING AND CHILDCARE DEPARTMENT: EDUCATION		
ATTRIBUTES	**ESSENTIAL**	**DESIRABLE**	**METHOD OF ASSESSMENT**
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS			
HNC Childhood Practice at SCQF Level 7 or SVQ Social Services (Children and Young People) at SCQF Level 7 (or equivalent qualification recognised by SSSC).	✓		Application Form
Additional early years qualification.		✓	
Qualification at degree level in early education.		✓	
Current registration as a practitioner with the SSSC or eligibility to apply from commencement of employment.	✓		

RELEVANT WORK/ OTHER EXPERIENCE Experience in early learning and childcare. Evidence of knowledge of child development. Ability to observe, assess, record, plan and evaluate children's learning. Extensive range of experience in early learning and childcare establishments. Experience and skills to interact effectively with children in early learning. Knowledge of the curriculum for excellence for children in the early years Experience working with children 0-5 years	✓ ✓ ✓ ✓ ✓	 ✓	Application Form/Interview
SKILLS AND ABILITIES Ability to cooperate with other adults and work as a team member who proactively contributes to the positive ethos of the centre. Experience in working collaboratively and evaluating own effectiveness in the team. Experience supporting transition to feeder establishments Experience in supporting family engagement	✓	 ✓ ✓ ✓	Interview Application Form
PERSONAL QUALITIES Ability to communicate with children, parents & staff. Ability to listen, be tactful & approachable. Ability to respectfully & sensitively manage young children.	✓		

Ability to be flexible.	✓		
Experience in developing a strong rapport with staff, children & parents and other agencies.		✓	Application Form/Interview
Assertive, participative, creative & confident. Experience in developing warm respectful relationships with children, staff, parents and all other adults around the child.		✓	
ADDITIONAL JOB REQUIREMENTS			
Attend professional development training.	✓		
Attend evening meetings and fund raising events.	✓		Application Form/Interview
Interested in contributing to the community.		✓	
Willing to participate in further education.		✓	
Experience of using nature and the environment to develop outdoor learning across the curriculum.		✓	