Recruitment Profile

Post number	14073
Position title	Senior Early Years Officer (Hub)
Grade	9A
Department	People
Location	Broomlands Primary School
Salary/Rate of Pay	£43,634.06 - £47,119.81 per annum
Hours of work	35
Weeks per year	52.1428
Number of staff responsible for	10
Reports to post number	Head Teacher
Registration requirements	SSSC Registration essential
Drivers Licence required	N/A
Contract status	Permanent
Contract end date	
Reason for temporary vacancy	
Disclosure status	PVG Children
Political restrictions	No
Role profile number	LP9BS
Business World post status	Permanent
Work pattern	M T W T F
Vacancy number	SBO09792
Closing date	16/02/2026

Role purpose

ROLES and RESPONSIBILITIES

Leadership of High Quality Provision
• Day to day responsibility to lead and manage the ELC team to deliver high quality ELC, in line with local and national policy, procedures and objectives under the direction of HT.
• Work effectively with all staff to build a positive and shared ethos of high quality care and learning for all children
• Develop high quality relationships and interactions with children that promote wellbeing and extend thinking and concept development
• Deputise for the HT and have full responsibility for all aspects of ELC during school holiday periods.
• Develop high quality relationships with EYC staff and work collaboratively to improve outcomes for children and families.
• Develop high quality relationships with parents/carers to improve outcomes for children and families.
Leadership of Self-Evaluation and Continuous Improvement
• Embed self-evaluation approaches, develop and lead agreed improvement actions with the team
• Action any identified and agreed changes for improvement following internal and external evaluation
• Work proactively with partners to identify opportunities to build local capacity
• Take a lead role in the development of initiatives in line with local and national guidance
• Engage in professional development and keep up to date with new and innovative practice
• Engage with the early years central team

Management
• Manage the staffing contractual arrangement including rotas, holiday entitlement, staff absence and supply over for all staff within ELC 2-4
• Manage the daily rotas of all staff and devolve roles of responsibility to member of the team
• Manage enrolment procedures, childcare admissions and any fees ensuring where possible parental

requirements are delivered
• Address and to respond to incidents in line with procedure maintaining required records
• Act as Child Protection Coordinator during the school holiday period.
• Liaise directly with the Headteacher on a regular and planned basis
• Maintain resources and associated risk assessment procedures
• Work with groups of parents/carers to provide wider family support

Person specification		
Criteria	**Essential**	**Desirable**
Education, qualifications and training	BA Childhood Practice, PDA 9 Childhood Practice or other equivalent, relevant qualification recognised by the Scottish Social Services Council for Registration as a Manager in a Daycare of Children's Service with no conditions. In addition to this a practice qualification is required: HNC Childhood Practice or SVQ 7 Social Services Children and Young People (must include units relating to children's learning and development) or NNEB/SNNEB. All successful applicants will be required to be registered with the Scottish Social Services Council (SSSC) within 3 months of appointment and maintain registration throughout the period of employment	.
Skills, knowledge and competences	• Sound knowledge and understanding of the main features of the national and local education system, policy and practice in Early Learning and Childcare. • Sound knowledge and understanding of current early year's pedagogy, practice and curriculum delivery. • Excellent knowledge and understanding of early childhood development. • Sound knowledge and understanding of National Guidance including: Realising the Ambition, the National Standard for Early Learning and Childcare; How Good Is Our Early Learning and Childcare; Care Inspectorate Quality Improvement Framework and Standards; Getting It	• Research based knowledge relating to learning, teaching and assessment in Early Level. • Ability to present ideas, good practice and professional learning to groups of colleagues • Sound knowledge and understanding of Children and Young People (Scotland) Act 2014

	Right for Every Child. • Ability to embrace new innovative practice. • Excellent interpersonal skills. • Ability to build positive relationships and work collaboratively with children, parents, colleagues and other professionals. • Excellent verbal, written communication and organisational skills.	
Experience	• Recent, substantial and successful experience of delivering the Early Level curriculum within an early learning and childcare setting. • Demonstrate experience to a level consistent with the key responsibilities of the post. • Evidence of continued professional learning. • Successful experience in leading by example.	• Successful experience in leading staff • Successful experience of delivering development sessions. • Sound knowledge and experience of leading quality assurance and improvement (including using quality indicators as a tool for self-evaluation and improvement work).
Other	□ Passion for providing high quality learning experiences through play pedagogy. □ Strong leadership qualities with integrity and the ability to negotiate. □ Ability to work independently and to make sound judgments. □ Display empathy and compassion for children and families, demonstrating flexibility and responsiveness to their individual needs. □ Ability to work in a team and to coach, mentor, supervise others. □ Patient, fair and consistent in the workplace □ Ability to inspire good practice in colleagues. □ A desire and willingness to learn. □ Ability to manage time effectively. □ Display commitment to social justice, equity and inclusion.	.

Driving Licence - Where it is an essential requirement for this post to hold a current driving licence. Note: If you have a disability which precludes you from holding a drivers licence, Scottish Borders Council will take into account its responsibility to make reasonable adjustments to allow for your disability. Should it be possible to make such an adjustment in order that you can undertake the travel responsibilities of the post, this will be taken into account in consideration for this role.

HEALTH & SAFETY STATEMENTS

Must take reasonable care for the health and safety of themselves, other employees and anyone else who may be affected by their work activities carried out. Employees shall work in accordance with policies, procedures, information, instructions, and / or training received.

This profile is indicative of the nature and level of responsibility associated with the post. It is not exhaustive and the post holder may be required to undertake such other duties as may be required by the Workforce Planning & Development Manager to meet the needs and responsibilities of the Service and the Council.

Equality – Ensure that all work and outputs comply with and promotes equal opportunities and diversity.

Supervisory or Managerial posts only - Ensure that HR systems are in place for reporting management information and making recommendations for any corrective action necessary.

Equal Opportunities - Scottish Borders Council is committed to improving the diversity of its workforce to better reflect the communities we serve. We welcome applications from all minority groups and individuals who identify with one or more of the protected characteristics as defined by the Equality Act 2010. In particular from candidates who assess themselves as having a disability, under the Disability Confident Employer scheme this guarantees an interview to those individuals who meet the essential criteria of the post. All appointments will be made on merit.

Digital Innovation & Solution Focused Statement
Scottish Borders Council is committed to excellence and continuous improvement through the transformative power of digital solutions reinforcing our commitment to excellence, sustainability, enhancing our work practices and enriching our support to the community. As digital innovation evolves, our organisation is dedicated to integrating these advancements in a manner that aligns with our core values and strategic objectives.
All roles across the Council will actively seek and implement the latest digital solutions and technologies that can improve efficiency, productivity, and the quality of our services. Training will be provided, to ensure staff are proficient in utilising new technologies, fostering a culture of continuous learning and adaptability.

Please note priority will be given to staff on the deployment/redeployment list who meet the essential criteria of the post.

Please note that applicants who have received early retirement/voluntary severance from Scottish Borders Council will not be considered.

TEMPORARY POSTS
If at a later date a temporary post becomes permanent, it will be at the discretion of the Department's management team to confirm the post holder as permanent without readvertising.

PRE EMPLOYMENT CHECKS

Essential

- Confirmation of Right to Work in the UK **- (All posts)**
- Level 1/Level 2/PVG Registration Disclosure Check - ***(PVG/Disclosure posts only)***
- References - ***(All posts***)
- Confirmation of qualifications required to meet the essential criteria on the person specification **- (All posts)**

Right to Work in the UK - To ensure that you are eligible to work in the UK, we will require the following documentation:

- A Passport showing you are a British/Irish Citizen.

  OR

- A British Birth/Adoption Certificate along with an official document containing your name and permanent National Insurance number

For all other nationalities

- Settled status code

  OR

- Immigration status document, for further information visit Apply to the EU Settlement Scheme (settled and pre-settled status) - GOV.UK (www.gov.uk)

Please note that a Short Birth Certificate and a Driving Licence are not sufficient to show your entitlement to work in the UK.

OTHER DETAILS

Disclosure/PVG Registration

Recruitment Profile

Under the Rehabilitation of Offenders (Exclusion and Exceptions) (Scotland) Order 2003 to the 1974 Rehabilitation of Offenders Act (ROA) Scottish Borders Council are entitled to ask "exempted questions" that require applicants for certain positions to reveal their full criminal history.

This means that all details of criminal convictions, whether they are spent or not, must be disclosed to help the recruiting manager assess the person's suitability for a position of trust.

Disclosure

These "excepted professions" are set out in the Exceptions Order and include:

- certain professions in areas such as health, pharmacy and the law;
- senior managers in banking and financial services;

PVG Registration

Certain posts are considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. Preferred candidates will be required to join the PVG Scheme or undergo a PVG Scheme update check prior to a formal offer of employment being made by Scottish Borders Council.

PVG/Disclosure Process

After the application is processed you will receive an email with a secure link to view the disclosure. You must share this with us to progress the recruitment process.

Political Restrictions

Certain posts within Scottish Borders Council will be deemed Politically Restricted. If you are appointed to such a post the Local Government Officers' (Political Restrictions) Regulations 1990 provide that your terms and conditions of employment are deemed to incorporate additional provisions set out in the Schedule to the Regulations, a copy of which can be obtained from HR. Full details of restrictions will be provided in your application pack if you are applying for a Politically Restricted post.

**** From 1 April 2025 a Scottish Local Government Living Wage Rate of £13.06 per hour has been agreed. All employees recruited on a salary/wage less than the SLGLW rate shall receive a payment additional to their salary/wage in order that they are paid at the rate of £13.06 per hour. The additional payment shall count as pensionable earnings and be subject to deduction of tax, national insurance and pension where appropriate.