

Employment Package

Salary: £27,761 - £28,938 Per Annum, Pro Rata

Distant Islands Allowance: £2,997 Per Annum Pro Rata

Weekly Working Hours: Various, Year Round

Employee Benefits

- 35 days annual leave, increasing to 40 days after 5 years, inclusive of Public Holidays (pro rata)
- Local Government Pension Scheme
- Generous Maternity, Paternity and Sick pay benefits
- Comprehensive induction
- Employee Assistance Programme

We are a Living Wage Employer

Nursery Key Worker, Unqualified, Gaelic

Western Isles Nurseries

Job Purpose

With support, plan a curriculum, through the medium of Gaelic, which supports and guides children's all-round learning and development.

With support, plan and organise the Early Learning & Childcare session, through the medium of Gaelic, taking into account the needs of every child.







COMHAIRLE NAN EILEAN SIAR

Job Description

Job Title:	Nursery Key Worker, Unqualified, Gaelic Medium	**Job Number:**	Various
Department:	Education & Children's Services	**Grade:**	D
Location:	Western Isles Nurseries	**Date:**	2026
Responsible To:	Chief Officer for Education & Children's Services; in the first instance to the Head Teacher		

Job Purpose
With support, plan a curriculum, through the medium of Gaelic, which supports and guides children's all-round learning and development.

With support, plan and organise the Early Learning & Childcare session, through the medium of Gaelic, taking into account the needs of every child.

Duties

1. With support from the manager, the Early Years Support Officer and/or other nursery staff organise daily, weekly and monthly play schedule through the medium of Gaelic, taking into account each child's developmental stages and fluency in Gaelic.
2. With support from the manager, Early Years Support Officer and local authority quality assurance team plan a curriculum, which supports and guides children's all-round learning and development.
3. Make observations and keep records of children and play activities.
4. With support make assessments to ensure children's learning and development needs are met.
5. In conjunction with the manager and local authority quality assurance team review and evaluate all aspects of planning.
6. Work in partnership with parents/carers concerning their child: encourage them to become involved in the life of the nursery. Involve them in record keeping, give feedback on their child's progress, and seek information from them on their child.
7. Provide a safe and stimulating environment ensuring adequate precautions are taken to safeguard children and minimise risks.
8. Maintain and update an accurate attendance register and records of children's personal details.
9. Work within nursery policies and procedures.
10. Oversee the safe collection of children at the end of the day/session by an authorised adult
11. In conjunction with the manager, ensure provision is available for children with ASN.
12. Liaise with Education and Children's Department staff and other agencies as and when required.
13. Work towards the qualification requirements of the Scottish Social Service Council and Continuous Professional Development.
14. Set up and clear away equipment.

General Accountabilities

1. To ensure that all information received and disseminated, whether verbal, written or electronic concerning all employees, prospective employees or service users is treated in the strictest confidence and that all such information held is regulated and controlled in a similar manner in compliance with Data Protection legislation.
2. To ensure that all duties and responsibilities are performed in a safe manner so that no risk to health and safety arises to yourself, any other employee or member of the public.

3. As the Comhairle is committed to the effective management of risk, it is the responsibility of all employees to carry out their duties and responsibilities with adequate regard for Risk Management as outlined within the Comhairle's Risk Management Policy.
4. To comply with the Comhairle's Equal Opportunity Policy in Service Delivery and Employment, thereby promoting a fair and quality service to all.
5. To keep under review your own development needs. Learning needs should be discussed and determined at your annual Performance Appraisal and you will be required to undertake training as identified and as appropriate and required for the effective performance of the duties of the post.
6. Any other duties or responsibilities that may need to be allocated from time to time to ensure the efficiency of the service.

COMHAIRLE NAN EILEAN SIAR

Person Specification

THIS FORM LISTS THE ESSENTIAL AND DESIRABLE CRITERIA REQUIRED. APPLICANTS WILL BE LEETED ON THE BASIS OF MEETING THE CRITERIA. PLEASE ENSURE YOU COMPLETE YOUR APPLICATION FORM CONSIDERING THE CRITERIA BELOW.

POST TITLE: Nursery Key Worker, Unqualified, Gaelic Medium **POST NUMBER:** Various

CRITERIA		ESSENTIAL		DESIRABLE
Knowledge	E1	Knowledge of child development and how children learn.	D1	Understanding of the Care Inspectorate.
	E2	Knowledge and understanding of play and its importance in young children's learning and development.		
	E3	Willingness to obtain a knowledge and understanding of Curriculum for Excellence, Pre-birth to Three, Building the Ambition, How Good is Our Early Learning & Childcare? and the National Care Standards.		
Skills and Abilities	E4	With support able to plan, organise and participate in all play activities.	D2	Ability to plan and implement a curriculum through short medium- and long-term planning.
	E5	Ability to review all practice.	D3	Ability to assess and record children's progress.
	E6	Ability to communicate with children and parents/carers.		
	E7	Ability to interact with children firmly but sensitively.	D4	Familiar with relevant national and local childcare policies.
	E8	Ability to co-operate with others and work as part of a team		
	E9	Ability to keep records and respect confidentiality.		
	E10	Basic computer literacy.		
	E11	Ability to speak and read Gaelic.		
Education and Experience	E12	Proven childcare experience working with young children and their families in an early year setting.	D5	Experience of record keeping and collecting fees.
	E13	Willingness to work toward a qualification that meets the requirements of the SSSC for practitioners.*	D6	A minimum of two-year childcare experience.
			D7	Up to date First Aid and Child Protection Certificate.
Other Factors	E14	Flexible, open caring approach.	D8	Registration with the SSSC under the category of practitioner.
	E15	Good timekeeping and willingness to undergo Continuous Professional Development.		

* Please note that it is essential that on appointment, you are either registered or become registered with the Scottish Social Services Counc (SSSC). In registering with the SSSC there is a requirement to either have or be working towards a relevant qualification. Failure to meet th requirement of the SSSC will result in a termination of employment with the Comhairle.