Recruitment Pack



EAST RENFREWSHIRE COUNCIL

EARLY YEARS PLAY WORKER

HAZELDENE FAMILY CENTRE

ERN06593

EXTERNAL

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

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ADVERTISEMENT

DEPARTMENT:	Education
JOB TITLE:	Early Years Play Worker
JOB STATUS:	Part Time / 52 Weeks
DURATION:	Permanent
NUMBER OF VACANCIES:	1
GRADE:	4
HOURLY RATE:	£15.00 - £15.35
PRO RATA ANNUAL SALARY:	£11,731 - £12,005
HOURS PER WEEK:	15
WORK PATTERN:	Monday – Friday 15:00 – 18:00
LOCATION:	Hazeldene Family Centre

Previous applicants need not apply.

We are looking for an Early Years Play worker to provide support to the Child Development Officers in Hazeldene Family Centre. This would involve assisting with practical tasks, preparing teaching materials and resources and preparation for snack and supporting children at mealtimes.

Applicants wishing to apply must have, or be willing to undertake a minimum qualification of SVQ Level 2 (or NC equivalent) in child care and education (or equivalent as recognised by SSSC). Applicants who do not have the required

qualification on application must source and fund this training themselves and complete the course within 5 years of commencing their post. Experience in a nursery environment with children 0 – 5 years would 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).

For details of our employment policies and terms and conditions, please visit our Council Careers page https://eastrenfrewshire.gov.uk/careers

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.

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.

References – during your application form completion you must provide details of a minimum of 2 referees, 1 of which should be your most recent or current employer. It is also a requirement that the referees are your previous/current managers and are not the details of work colleagues operating at the same level as you or personal referees. Please note only work email addresses for referees will be accepted. Please contact hrdirect@eastrenfrewshire.gov.uk with any questions.

Employability Support – Work East Ren – For further support on completing job applications, East Renfrewshire residents can access free support from our employability team Work East Ren. They can also provide general support with other employability matters. Please contact Work East Ren on 0141 577 8438, email worker@eastrenfrewshire.gov.uk or visit the website https://www.workeastren.co.uk/

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 22 November 2026

Shortleet date: Tuesday 24 November 2026

Interview date: Friday 04 December 2026

If you would like an informal discussion about the post, please contact Justin Hardie, Head Teacher, on 0141 570 7530 (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

Please fill out the application using your own words, based on your own experiences. We ask that candidates do not use AI tools to complete recruitment application forms. We value authenticity and are genuinely interested in reading candidates personally written applications. If it looks like your application was created using AI, we may not be able to consider it unless you've told us in advance and we've agreed this as part of a reasonable adjustment.

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 Child Care
Job Title:	Early Years Play Worker
Responsible to:	Head Teacher
Grade:	4
Purpose of the Role:	To provide support and learning in early learning and childcare establishments under the direction of the designated manager where the main focus is to provide support to children aged 0-5 years. To provide support to Child Development Officers by assisting with practical tasks, preparing teaching materials and resources and preparation for snack and supporting children at mealtimes.

Responsibilities

Provide support for learning and teaching in an early learning and child care setting.

- To support and provide a caring, safe and stimulating learning environment which enables each child to develop at their own pace.
- Assist individual children and small groups with a range of pre-planned learning activities.
- Provide support with play and practical tasks in a range of contexts within nursery playrooms and outdoors.
- Support and supervise children in a range of play situations within a range of contexts e.g. gym hall activities, outdoor play, Forest Schools.

disability confident COMMITTED
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The Pregnancy Loss Pledge
our values Ambition Kindness Trust

- Under the direction of staff, support children in their development of literacy and numeracy skills through play.
- Support and supervise individual and small groups of children using ICT equipment.
- Under the direction of staff, support children with additional support needs**.**

Contribute to the Quality and Care and Welfare of Children

- Implement health and safety guidelines.
- Build positive and nurturing relationships with children aged 0-5 years of age.
- Contribute to a positive ethos across the early years setting including children, staff, parents, families and other partner agencies.
- Support and encourage children with their self-help skills e.g. dressing.
- Support children aged 0-5 with varying stages of toileting, including the changing of children who soil themselves.
- Administer prescribed medication according to the authorities guidelines on the Administration of Medicines.
- Follow Child Protection procedures.
- Prepare and serve snacks and meals for children in a controlled environment following ERCs guidance.
- Set up and clear away before and after snacks and mealtimes.
- Assist and supervise children during snack and meal times, encouraging their independence, ensuring this is a pleasurable experience.
- Comply with standards set by the Care Inspectorate and the care and welfare of children aged 0-5 years of age.
- Support children to adopt good hygiene practice at all times, e.g. toilet supervision, hand washing and brushing teeth**.**

Contribute to the Effective Organisation of Materials and Resources

- Set up and clear away resources and equipment.

- Assist and setting up and mounting wall displays.

Provide Administrative Support to the Nursery Teacher and Child Development Officers

- Support staff in the gathering of information regarding children's learning and development.
- Assist with the registration process at the beginning and end of each session.
- Undertake any relevant training organised by the authority or any nationally recognised award scheme.

Take part in the councils Performance review and development scheme

Carry out any other support assistant duties as prescribed by the HT or other persons acting on his or her behalf as appropriate to the grade of the post

PERSON SPECIFICATION

POST OF:	**EARLY YEARS PLAY WORKER**	**DEPARTMENT:**	**EDUCATION**
GRADE:	**4**	**SERVICE:**	**EARLY LEARNING & CHILD CARE**

ATTRIBUTES	ESSENTIAL	DESIRABLE
Professional/ Educational Qualifications or Equivalent Work Experience	• SVQ Level 2 (or NC equivalent) in child care and education (or equivalent childcare qualification as recognised by SSSC) or the commitment to complete this qualification within 5 years from commencement of employment • Current registration as a Support Worker with the SSSC or eligibility to apply from commencement of employment	
Relevant Work/Other Experience/Skills	• Ability to cooperate with other adults and work as a team member and contribute to positive ethos	• Experience in nursery education. Evidence of knowledge of child development • Experience of Outdoor Learning • Experience in working collaboratively and evaluating own effectiveness in the team

Personal Qualities/ Behaviours	• 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 • Assertive, participative & confident. Experience in developing warm respectful relationships with children & adults.
Additional Job Requirements	• Attend in-service courses • Has undertaken recent training in, or is willing to undertake training in, moving and handling and administration of medication	• Attend evening meetings • Willing to participate in further education