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Early Learning and Childcare Educator – Banchory ELC (Internal Only) £33,945.03 – £37,704.53 pro rata



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Recruitment Process and Key Dates

Apply online at www.myjobscotland.gov.uk. Applications should be submitted online using the forms provided through the myjobscotland portal.

CVs will not be considered.

All applications must be received by 11.59pm on the closing date. Late applications will not be considered.

Your application form should contain sufficient information and evidence to demonstrate that you have the skills and experience required for the post.

KEY DATES

We would ask that you note the dates of the recruitment timetable and ensure you are available to meet the scheduled arrangements.

- Closing date: 04/11/2026
- Proposed interview date: 10/11/2026

You will be notified by email at each stage of the process. Please ensure that you check your junk/spam as sometime emails from my job Scotland go into there.

We will advise all candidates of the outcome of the recruitment process as soon as possible.

If you are the successful candidate:

(a) You will be asked to submit a completed pre placement health questionnaire so that the necessary medical clearance can be obtained prior to commencement of employment.

(b) We require **two** references. Your reference will be written to after interview. One must be from your current or most recent employer who may be contacted and can comment on your experience and competence for this post. Please state their position in the company / organisation. It would be helpful if you could advise your referees of these arrangements. Please ensure that the email address is correct for them on the application form before submitting as we contact all references by email, as this may delay the manager confirming a start date with you.

(c) You may, depending on the type of post, be required to undergo a PVG/Disclosure check prior to a formal offer of employment being made by Clackmannanshire Council. This is now an online form, which you will be emailed a link and you only have 7 days to complete.

If successful, detailed statements of particulars will be provided to you via email once all satisfactory pre-employments have been received.

Job Profile

This job profile sets out the principal responsibilities of the post at the time it was compiled. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

Section A	**Grading Section**
Post Title: Early Learning and Childcare Educator Initial Location: Various ELC settings In certain circumstances, during the course of your employment, you may be required to work either on a temporary or established basis at any of the Council's locations, or at other venues as advised, which will be within reasonable travelling distance. Where such a change is proposed this will be managed by a process of consultation. Reports to post (Title): Head of establishment Service: Education Date last updated:02/11/2020 Date if superseded:	Eval Ref: Post Number: T9 Grade: 6

Section B

ORGANISATIONAL RELATIONSHIP AND EMPLOYEE RESPONSIBILITY

This section describes the reporting relationships of the job within the immediate organisation and if appropriate has detail of the organisation a tier above and below the job. This also describes and responsibility for employees (if any).

Improving Outcomes Managers x 3

Head of Establishments/ Headteachers

Depute Head of Establishments

Senior Early Learning and Childcare Educators

Early Learning and Childcare Educators

Support Staff

Section C

PRINCIPAL PURPOSE AND OBJECTIVES

This section lists the main (headline) responsibilities/accountabilities of the job.

To be actively involved in the delivery of an effective Early Years Service which meets the needs of children and their families in line with policy and procedures.

To be involved in planning and implementing an appropriately balanced high quality child centred Early Years Service whilst providing a caring, safe and welcoming environment for children which will allow each child to develop at their own rate. Planning will be guided by current national guidance for example, cfe and other relevant material.

Section D

MAIN DUTIES AND RESPONSIBILITIES

This section provides detail of the main responsibilities/accountabilities. Individual tasks may be included. (Note these are illustrative and are not exhaustive).

Observe, record and assess through interaction the needs of individual children in line with the Council's policy and procedures.

Assess the needs of children and families who use the service, drawing up agreed plans of work to be undertaken and identifying the priorities according to the individual needs of the children and families.

Plan and implement a curricular programme which meets the needs of the individual child in line with Local and National Standards. Implement the agreed plan by preparing and delivering activities to enable children's learning through appropriate learning experiences.

Monitor and evaluate children's progress in order to support their learning and record and report individual children's progress in line with Council policy and procedures.

Promote all children's emotional, personal and social development through good health, safety and caring practices.

Deliver a service which meets the needs of all children using the service and develop purposeful liaison with parents/carers.

Be actively involved in all aspects of care which meet the needs of the individual child in line with the Council's duty of care e.g. physical needs of children: toileting/changing/ injured/sick.

To provide appropriate learning experiences for children with additional support needs relevant to the child's Individual Educational Programme (IEP) To observe, record and assess through interaction the individual needs of children. Implement child protection procedures and support children and families through crisis.

Participate in all aspects of team work within the Early Years Service including the purchasing, utilising and maintenance of cleanliness and hygiene of appropriate resources associated with delivering the centre's objectives.

Work co-operatively and effectively within a professional team whilst respecting each person's abilities and aptitudes.

To work collaboratively with other professionals from a variety of disciplines e.g. Health Visitor, Educational Psychologist, Speech Therapists, Health Visitors, Social Workers, Occupational Therapists.

Contribute to staff meetings relating to all relevant topics e.g. outings, visits and home/school links.

Respond effectively to children in a stimulating learning environment using a variety of strategies and techniques.

Participate in both formal and informal staff training activities in order to maintain and update skills and knowledge.

Lift and manoeuvre equipment or children which should be undertaken within Health and Safety procedures and Council guidelines.

Undertake certain administrative duties, i.e. collecting money, filling in forms.

Respect confidentiality at all times.

Adhere to Service Circulars and guidance issued by the Council and held within Early Years' Service, e.g. administering medicines.

Participate in case conferences, e.g. Children's Hearings, Individual Educational programmes, Reviews, Transitions and Records of Needs.

As part of a professional team, prepare and/or contribute to reports made available to relevant agencies either verbally or in writing as appropriate to the circumstances.

Be a positive role model.

Any other duties relevant to the efficient and effective operation of the Early Years Service.

Section E

KNOWLEDGE, SKILLS AND EXPERIENCE

This section details the knowledge and skills including any qualification, specific training or experience required.

Essential:

Criteria		**Means of Assessment** e.g. Application, Interview, Reference, Certificate
1.	Possession of a NNEB, HNC or SVQ III in Childcare and Education or equivalent.	**Application, certificate**
2.	Meet the standards for registration with the Scottish Social Services Council.	**application**
3.	Experience of working with children in a variety of ELC settings	**application**
4.	Clear understanding of early years curriculum good practice	**application**
5.	Knowledge and understanding of the individual development needs of young children.	**Application, interview**
6.	Record children's progress, keep records and write reports.	**application**
7.	Capacity for building positive relationships in working directly with children and families.	**Application, interview**

8.	Keen to pursue own professional/personal development e.g. SVQ assessor training, further qualifications (SVQ 4 or PDA)	**application**
9.	Health and hygiene awareness	**application**
10.	Awareness of Equal opportunities	**application**
11.	Ability to participate and co-operate with other team members	**Application, interview, reference**
12.	Undertake delegated administrative duties	**application**
13.	Knowledge and understanding of food hygiene and first aid training	**application**

Desirable:

Criteria		**Means of Assessment** **e.g. Application, Interview, Reference, Certificate**
1.	SVQ assessor training	**Application, certificate**
2.	First Aid Training	**Application, certificate**
3.	Food Hygiene Training	**Application, certificate**
4.	Further qualification eg SVQ 4 or PDA	**Application, certificate**
5.	Knowledge of child protection issues and demonstrate a commitment to providing a quality service to young children and their families.	**Application, interview**
6.	Awareness of National Care Standards	**Application**
7.	Evidence of participation in informal and formal staff training and development	**Application**
8.	Basic IT skills	**Application**
9.	Effective interpersonal skills	**Application, interview, reference**
10.	Awareness of skills required for home visiting and early years-primary transition	**Application**
11.	Awareness of Early Intervention Strategies	**Application, interview**

Section F

WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS

This section details the predominant physical environment of the job e.g. Indoor/outdoor working, hazardous conditions and any specific physical effort.

The job will be predominately indoors but will require time spent outdoors

Be actively involved in all aspects of care which meet the needs of the individual child in line with the Council's duty of care e.g. physical needs of children: toileting/changing/ injured/sick.

Lift and manoeuvre equipment or children, which should be undertaken within Health and Safety procedures and Council guidelines.

Section G

PHYSICAL CO-ORDINATION

This section details the predominant demand for physical skills and co-ordination required to undertake this job. For example: operation of hand tools, keyboard skills, driving and other equipment.

Keyboard skills will be required due to nature of job with regards to online profiles and report writing.

Section H

MENTAL SKILLS

This section details the level of problem solving, analysis, creativity, forward planning/scheduling required.

The postholder responds professionally to meet the needs of families. They are committed to providing them with the best possible service:

- Respond effectively to children using a variety of strategies and techniques.
- Work co-operatively and effectively within a professional team whilst respecting each person's abilities and aptitudes. .
- Work collaboratively with others to observe, record and assess through interaction the needs of children in line with the Council's policy and procedures.

Section I

CONCENTRATION

This section details the work related pressures which may make concentration more difficult and also the responsiveness required of the job holder. For example: Service related deadlines, internal/external deadlines, conflicting demands.

The postholder is responsible for supporting all other Early Years Staff in developing the skills of the nursery children.

- Identifies own learning needs
- Actively participates in discussions about their own development
- Wholeheartedly embraces learning opportunities

Section J

COMMUNICATIONS SKILLS AND DEALING WITH RELATIONSHIPS

This section notes examples of the individuals or organisations with whom the post holder will come into regular contact and explains the nature of the communication and level of skill required by the post holder. E.g. dealing with complaints, clients etc.

The postholder communicates with outside agencies, parents, staff and children clearly and concisely.

- Demonstrates good oral, written and listening skills
- Communicates in a polite and professional manner
- Establishes and maintains effective working relationships with outside agencies, parents and staff

Section K

PHYSICAL ASSETS, DATA AND FINANCIAL RESOURCES

This sections details responsibility for **physical assets**, e.g. vehicles, buildings, stock control/procurement, **data** e.g. computers, record keeping **financial** the direct/indirect responsibilities for financial resources, from handing cash and cheques, through processing invoices and other financial transactions, to accounting for financial resources and budgetary activities.

None

Section L
INITIATIVE AND INDEPENDENCE
This section details the problems which the post holder must deal with in the course of normal working, the decisions which the jobholder is able to take, and the extent to which advice and guidance is available (Note, these are illustrative and are not exhaustive).

- Sets high personal standards for daily tasks
- refers to Senior ELC educator when appropriate
- plans, organises and prioritises own work to complete accurately and on time

Section M
EQUAL OPPORTUNITIES

Staff are expected to promote equality of opportunity.

As a member of staff you will be expected to uphold and promote the Council's policy commitments to equality and diversity and its legal obligations under the Equality Act as well as ensuring the fair, equitable and non-discriminatory treatment of service users, colleagues and partners.

Section N
HEALTH AND SAFETY

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required to take care of their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and current and appropriate codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and must comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

Section 0
CLIMATE CHANGE

The Council agrees that climate change is one of the most serious challenges facing its communities and across the world and understands that meaningful action at international, national and local level is required in order to safeguard our planet for future generations. As a member of staff you are asked to uphold and promote the Council's net zero targets and its statutory requirements to reduce greenhouse gas emissions as part of the Public Bodies Climate Change Duty reporting process.