Recruitment Profile

Post number	10910
Position title	Early Years Officer
Grade	7C
Department	People
Location	Lauder Primary School
Salary/Rate of Pay	£29,590.29 - £32,412.05 per annum
Hours of work	35
Weeks per year	39
Number of staff responsible for	0
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	LPD6S
Business World post status	Permanent
Work pattern	Monday - Friday
Vacancy number	SBO10518
Closing date	24/11/2026

Role purpose

The Early Years Officer will, under the direction of the head teacher, lead other staff in the Nursery and work as part of a wider team, including school staff and early learning and childcare teachers to lead the planning and delivery of Early Learning and Childcare (ELC) in the school Nursery settings.

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

PRINCIPAL DUTIES & RESPONSIBILITIES

In addition to the role of the Early Years Practitioner the Early Years Officer will:
• Work in partnership with ELC, school and central staff at all levels to ensure positive experiences and outcomes for children.
• To lead and be responsible for the nursery team mentoring and supporting all staff by modelling best practice at all times.
• Leading the team to set and record targets for children
• Support the Nursery team to carry out observations for the purpose of assessing and recording children's progress
• Work collaboratively and proactively with Primary 1 staff throughout the year and as part of the transition process for children
• To undertake paediatric first aid training to be able to deal with emergencies and take responsibility in an emergency.
• To be responsible for maintaining resources (indoors and outdoors)
• To keep up to date with early years developments and initiatives and participate in continuing

professional development in line with Scottish Borders Council policy and procedures and priorities.
• Ensure all children's needs are met in alignment with the wellbeing indicators and GIRFEC

The Early Years Officer will assume responsibility for:
• The ongoing self evaluation of the ELC and contribute to the quality assurance of the setting
• Assume responsibility of the planning for and assessment of children's progress
• Effective deployment of staff and ensure children are appropriately supervised at all times
• The communication of information between staff and the Headteacher where appropriate.
• The day to day continuity of the EL, including liaison with parents/carers and others as appropriate.
• Dealing with incidents in line with national guidelines, Scottish Borders Council and school policy.
• Assume responsibility for the parent's booking system for wraparound (where appropriate)

Person specification		
Criteria	**Essential**	**Desirable**
Education, qualifications and training	At least one of the following qualifications: ▪ HNC in Childhood Practice/Childcare & Education ▪ SVQ 3 Social Services (Children & Young People) SCQF 7 ▪ SVQ 3 Children's Care, Learning & Development In addition candidates will be required to have at least one of the following: o PDA 8 Childhood Practice or PDA 8 Early Education and Childcare o SVQ4 Social Services (Children & Young People) SCQF 9 o SVQ4 Children's Care, Learning and Development All successful applicants for early learning and childcare posts will be required to hold full registration with GTCS, or be able to obtain full registration with the Scottish Social Services Council (SSSC) within 3 months of appointment and maintain registration throughout the period of employment.	• Child Protection 2 induction session Must be undertaken within 3 months of appointment • Once in post it is essential to undertake the Child Protection update annually
Skills, knowledge and competences	▪ Thorough knowledge of pre-school child development ▪ Thorough knowledge of the curriculum. ▪ Sound understanding of current early years' practice ▪ Excellent observational skills, including ability to assess, discuss, record and plan for the development	▪ Knowledge of Curriculum for Excellence Early Level, ▪ Realising the Ambition, ▪ The Quality Improvement Framework for Early Learning and Childcare sector ▪ Setting the Table ▪ The ability to present ideas and skills to groups of colleagues

	of the children ▪ The ability to build positive relationships with children, parents and colleagues. ▪ Excellent interpersonal skills to be able to share information and discuss with colleagues and other professionals ▪ The ability to work co-operatively with colleagues. ▪ The ability to work independently and to make important decisions when required.	
Experience	▪ A minimum of 3 years experience in a funded ELC setting ▪ Successful experience of working as a member of a team.	• Experience of leadership within an aspect of ELC
Other	▪ Enthusiasm for early education and empathy with young children ▪ Patient, tolerant and consistent in the workplace ▪ Leadership qualities	N/A

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.

Recruitment Profile

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

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.

Teacher Posts in Catholic Schools
Certain posts are in a denominational school therefore candidates must seek Catholic Church approval when submitting their application for these posts. You should apply for RC Church approval at the same time as submitting your application form. Guidance and the relevant forms can be obtained at www.sces.uk.com/approval.html.

Political Restrictions

Recruitment Profile

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 2026 a Scottish Local Government Living Wage Rate of £13.52 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 £13.52 per hour. The additional payment shall count as pensionable earnings and be subject to deduction of tax, national insurance and pension where appropriate.