

Recruitment Pack



EAST RENFREWSHIRE COUNCIL

SENIOR CHILD DEVELOPMENT OFFICER

ERN06300

EXTERNAL

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



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DEPARTMENT:	Education
JOB TITLE:	Senior Child Development Officer
JOB STATUS:	Full Time / 52 Weeks
DURATION:	Permanent
NUMBER OF VACANCIES:	Multiple
GRADE:	8
HOURLY RATE:	£18.85 - £21.56
ANNUAL SALARY:	£34,399 - £39,344
HOURS PER WEEK:	35
LOCATION:	Various Locations

The successful applicants will support staff and provide a quality education and care service for young children and their families in the community and provide and maintain a standard of service which successfully integrates high quality childcare practice and early education.

The post holder will support and promote inclusion and undertake specialist supervisory tasks as determined by management.

Applicants for the above post should currently have as a minimum the qualifications of HNC Childhood Practice at SCQF Level 7. SVQ Social Services (Children and Young People) at SCQF Level 7 (or equivalent qualification recognised by SSSC). Experience working with children with additional support needs would also be desirable.



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This post is considered Regulated Work with Children, under the Protection of Vulnerable Groups (Scotland) Act 2007. It is an offence therefore 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.

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 17 May 2026

Shortleat date: w/b 25th May 2026

Interview date: Dates throughout mid-June

If you would like an informal discussion about the post, please contact Leanne Dunnet, Early Years Development Officer, on 07350 435 597 or at Leanne.Dunnet@eastrenfrewshire.gov.uk (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.



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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>



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JOB DESCRIPTION



Department: Education

Division/Section: Early Learning and Childcare

Job Title: Senior Child Development Officer

Responsible to: Head Teacher

Grade: 8

Date Revised: June 2008

Principal Functions: To assist in providing a quality education and care service for early years children and families within the community.

- Main Duties:
- Observe and implement the policies of East Renfrewshire Council.
 - Implement Child Protection procedures.
 - Comply with standards set by the Care Inspectorate on the care and welfare of early years children.
 - Encourage children to adopt good hygiene practice at all times, e.g. toilet supervision and brushing of teeth.
 - Assist with the changing of children who soil themselves.
 - Supervise and administer medication in accordance with authority guidelines.
 - Implement Health and Safety guidelines.
 - Assess the workplace on a daily basis and report potential hazards to ensure the safety of early years children attending the nursery so that materials and equipment are safely out of harms way.



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- Take appropriate measures to ensuring infection control procedures are in place at all times.
- Ensure the security of children within the nursery environment at all times and make sure exits and entrances to the nursery are secure.
- Participate in self-evaluation using How Good is our Early Learning and Childcare? and Health and Social Care Standards.
- Actively take part in continuous professional development
- Participate in performance review and development.
- Responsible for managing a team of 12 CDOs/EYPWs, conducting one-to-ones and handling employee relations matters
- Make positive contributions to the strategic and operational planning process
- Providing a caring, safe and stimulating learning environment, which enables each child to develop at their own pace.
- Develop and promote early literacy and numeracy through play for early years children
- Carry out regular planned focused observations of children's learning and use skilful questioning and dialogue, to record children's development and progress
- Maintain a record of children's work containing dated samples of work, sharing children's progress for eventual entry on summative reports.
- Respond to the individual needs of children by planning learning experiences that match their interests, aptitudes and abilities.
- Contribute to staff meetings and participate in planning balanced programmes for learning.
- Lead children in group activities.
- Assist with the delivery of programmes of work for children with additional support needs.

- Liaise with parents over children's progress and be involved in parent meetings as appropriate.
- Support and develop parental participation and involve parents in their children's learning, discuss aspects of a child's day with parents or their specific development.
- Make parents and guardians of children welcome at the beginning and ending of the nursery session and be receptive, intuitive and on the look out for potential home environment problems that may involve Child Protection issues.
- Collaborate with other departments and agencies as appropriate.
- Participate in the training of students and modern apprentices.
- Promote equality of opportunities.
- To contribute effectively to the wider management team of the campus

To undertake such duties within the range of the post assigned by the head of establishment or other person acting on his/her behalf.



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PERSON SPECIFICATION

POST OF: Senior Child Development Officer GRADE: 8	SERVICE: Early Learning & Child Care DEPARTMENT: Education		
ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS SNNEB, SVQ Level 3 (or HNC equivalent) in child care and education (or equivalent as recognised by SSSC) Additional early years qualification Qualification at degree level in early education Current registration as a practitioner with the SSSC or eligibility to apply from commencement of employment	✓ ✓	✓ ✓	Application Form
RELEVANT WORK/ OTHER EXPERIENCE Experience in pre-five education. Evidence of knowledge of child development. Experience in leading and Managing People Ability to observe, assess, record plan and evaluate children's learning Extensive experience in Early Learning and Childcare. Experience and skill to interact effectively with children in learning	✓ ✓	✓ ✓	Application Form

Knowledge of the curriculum for excellence at early level.	√		
SKILLS AND ABILITIES			
Ability to cooperate with other adults and work as a team member and contribute to positive ethos	√		Interview
Experience in leading new initiatives / curriculum development	√	√	
Experience in working collaboratively and evaluating own effectiveness in the team		√	Interview
Experience in transition with primary schools	√		
Experience in implementing change			
Experience in induction and/or mentoring of team members or students		√	
PERSONAL QUALITIES			
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		√	Interview
Assertive, participative & confident. Experience in developing warm respectful relationships with pupils and adults.		√	

<u>Application form</u>			
Correct use of English, grammar, punctuation and spelling.	✓		Application form
Well-crafted and relevant	✓		
Succinct and coherent	✓		
ADDITIONAL JOB REQUIREMENTS			
Attend in-service courses	✓		Interview
Attend evening meetings	✓		
Interested in fund raising activities		✓	
Willing to participate in further education		✓	
Experience of using nature and the environment to develop outdoor learning across the curriculum		✓	