



SERVICE:	Nursery	PAY SCALE:	£24,858.39pa (rising to £26,676pa from 1 st April 2025)
POST TITLE:	Senior Early Years Development Worker	POST:	
REPORTING TO:	Head of Service		

PRINCIPAL ROLE:

To provide guidance and practical support in the day to day running of The Jeely Early Years' Service. Must be SVQ Level 3/4 Qualified or equivalent (Must be willing to gain qualification). Must be registered with Scottish Social Services Council. You will be required to obtain Protection of Vulnerable Groups (PVG) scheme membership through Disclosure Scotland and become a member of the relevant PVG scheme. You will ensure that the provision is of the highest quality.

Key tasks for which the post holder will be responsible for:

1. Supporting the Head of Service in the running of the Jeely operations, by leading in responsibilities delegated by the Head of Service.
2. Stand responsible for the service, playrooms and staff.
3. Adhering to and promoting the Jeely Piece Clubs Policies and procedures.
4. Overseeing the planning and delivery of quality play experiences and sessions in line with the national curriculum and ensuring that the children's developmental needs are principal.
5. Working closely with the business and finance team and completing finance related weekly tasks (nursery fees, banking, petty cash, sales orders, etc.)
6. Carrying out care, maintenance and security of the early year's setting and check equipment daily. Report any Health and Safety related work to the community centre/ relevant contractor for repairs.
7. Modelling good practice whilst undertaking the delivery of sessions and taking opportunities to train and teach and support colleagues as appropriate.
8. Contributing and leading on parts of the on-going development of the Early Years work including the development of the playrooms and continue to develop the ethos of learning all the work of the Jeely Piece Club team.
9. Motivating and promoting a happy, caring and welcoming environment for children, parents, staff and visitors,
10. Supervising and mentoring the sessional and permanent staff team as directed by the Head of Service
11. Communicating effectively and work collaboratively with all Jeely staff, service users and external agencies.
12. Leading and evaluating on the provision by critically examining the service. This involves collecting and analysing information about the sessions and overall provision to achieve outcomes.
13. Continually researching relevant information and guidance to gain knowledge to deepen understanding of effective play experiences for children and undertake appropriate and agreed continuing professional development.
14. Participating in early year's events, other events, Jeely Piece Club activities and training out with standard working hours on occasions.
15. Delivering and supporting quality family-based work.

Person Specification

Requirement	Essential	Desirable	How Assessed?
Qualifications / Education / Training:	Hold SVQ Social Services (Children and Young People) SCQF level 8/9 or HNC Early Education and childcare 2. Evidence of ongoing CPD and training	Additional qualifications, in supervision/management	Application form
Experience:	Substantial experience of working with children (within the age range 0 to 5 years) and their parents Experience of supervising and developing people Experience of planning and implementing stimulating and productive Early Years play and learning experiences.	Experience of working with stakeholders, partners and volunteers Experience using spreadsheets on Microsoft Excel. Experience money handling.	Application form and interview
Knowledge:	Very good working knowledge of the National curriculum.	1. Knowledge of the processes and procedures involved in inspections of Early Years settings 2. Knowledge of outdoor learning and how it can be used to facilitate the development of children and their families	Application form and interview
Skills & Competences:	Be familiar and effective in planning and assessing within the Early Years setting 2. Excellent communication skills Ability to represent the organisation in a professional manner and to build positive relationships with parents, childcare professionals and members of the community Ability to work effectively within a team and collaborate with other team members and to support the manager in their role	Can evaluate and justify the approaches taken in successfully developing children in the desired outcomes of the Curriculum. Ability to teach others (colleagues and peers) and to deliver that teaching in an engaging and stimulating way	Application form and interview
Personal Attributes:	Adaptable and enthusiastic team player and can work on own initiative as well as under supervision. 2. Have a sense of fun and adventure	1. Has a desire for continual personal growth	Application form and interview