



**CARBON FOOTPRINTS NURSERY**

**JOB VACANCY: CHILD DEVELOPMENT OFFICER**

**2 VACANCIES**

**SALARY: £20,000**

**PERMANENT CONTRACT**

**35 HOURS PER WEEK**

**(Varied between the hours of Monday/Friday 8am – 6pm)**

An opportunity has arisen for an experienced Early Years professional; Child Development Officer, to join the team within a well-established nursery with a proven track record of achieving high quality early learning and childcare.

Milnbank Community Enterprises (a subsidiary of Milnbank Housing Association) opened the doors to the community nursery, in a purpose built eco-friendly building, within its Great Eastern regeneration development on Duke Street, in 2012. Since then, both the Nursery and Out of School Care services have established themselves as a much-valued community facility with an excellent reputation held across the sector.

The post holder will support the aims and objectives of the service and assist the management team in the organisation of a high quality establishment providing excellent standards of childcare and education.

**The main duties of the post are:**

- To promote the high standards of the service at all times to parents, staff and visitors.
- To keep records of your key children's development and learning journeys and share with parents, carers and other key adults in the child's life.
- Support all staff and engage in a good staff team.
- To develop and maintain strong partnerships and communication with parents/carers to facilitate day-to-day caring and early learning needs.
- To ensure the provision of a high quality environment to meet the needs of individual children having an awareness of any disabilities, family cultures and medical histories.

**The post holder will:**

- Hold a relevant early years and childcare qualification at Level 3 (such as SVQ Level 3 in Childcare, HNC in Childcare and Education, or equivalent qualification).
- Have a minimum of 2 years Childcare experience
- Be required to register with the SSSC, and will also be subject to the safe recruitment checks, including the PVG scheme, prior to the commencement of the post.
- Have proven organisational and good communication skills
- Have knowledge and understanding of Pre-Birth to Three and Curriculum for Excellence

In addition, the post holder is required to be flexible and creative, with a strong commitment to providing first class childcare. All staff are expected to demonstrate their commitment to safeguarding children and young people within their work.

The Association offers an attractive benefits package. To apply for this position, please go to the vacancies section of our Website at, [www.milnbank.org.uk](http://www.milnbank.org.uk), or request an application pack, by email, from [admin@milnbank.org.uk](mailto:admin@milnbank.org.uk).

**PLEASE NOTE THAT CVs WILL NOT BE CONSIDERED.**

Please contact 0141 551 8131, if you require further information.

The closing date for applications is **12noon on Friday, 20 May 2022.**

Please return all completed application forms to [HR@milnbank.org.uk](mailto:HR@milnbank.org.uk)

The Association aims to be an inclusive, equal opportunities employer.