

# Job Description

<b>Job Title</b>	<b>Child Development Officer</b>	<b>Department</b>	<b>Cassiltoun Stables Nursery</b>
<b>Reporting to</b>	<b>Manager</b>	<b>Grade</b>	<b>C.D.O – Real Living Wage</b>
<b>Post Number</b>	<b>SN01</b>	<b>Date</b>	<b>March 2026</b>

## Purpose of Job

Reporting to, and directly supporting the Manager, you will be an enthusiastic practitioner with a proactive approach. Skilled in collaborative working, recognising the importance and commitment required in the role. You must be an excellent communicator at all levels, demonstrate diplomacy, tact and with the ability to establish clarity. The post holder will form an integral part of the childcare team and will contribute to the vision of Cassiltoun Stables Nursery by linking strategy to operation to ensure excellent delivery in Early Years Childcare.

## Major Tasks and Job Activities

- Supporting the Manager and Nursery Board, you will be responsible for the development and successful implementation of early years service at Cassiltoun Stables Nursery
- You will demonstrate a sound knowledge and understanding of regulatory frameworks and keep abreast of related legislation. (Revised National Care Standards, The Early Years Framework, Child at the Centre etc)
- Understanding of the new SSSC Codes of Practice
- You will support the management and development of Cassiltoun Stables Nursery, ensuring positive interaction with children and families and contribute towards effective working practices.
- You will support the key worker system of staffing within the nursery
- You will provide a service that respects children's life experiences and celebrates diversity in terms of language, culture, ability, race and religion
- You will support the continuing development of the nursery, sharing information involved in the development of the highest quality service for young children and their families.
- You will share tasks necessary for the general upkeep and standards of hygiene of the nursery, including laundry, cleaning and equipment monitoring
- You will support the Manager and staff by taking part in trips and outings

## Job Features

### Planning and Organising

- You will work closely with the Manager and other senior staff to support the development and continuous improvement of the nursery
- Plan effectively and efficiently to meet curriculum requirements
- Plan and organise own workload and support staff in planning and organising duties
- Maintain the highest standard of hygiene within the nursery
- Support the management and organisation of effective teams.

### Decision Making

- Support operational decisions to ensure best practice is adhered to

### Internal/External Relationships

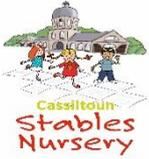
- You will liaise with staff and parents, ensuring communication systems are effective
- You will attend staff team meetings
- You will adhere to communication systems to share information throughout the team efficiently and effectively
- You will link with relevant agencies to provide excellent integrated services (Speech and language therapists, oral health team etc)
- You will form positive professional relationships with community service providers

### Problem Solving

- Approach each area of development with a professional attitude

<ul style="list-style-type: none"> <li>You will apply convergent and divergent approaches to challenges</li> </ul>
<b>Quality</b> <ul style="list-style-type: none"> <li>You will be responsible for delivering high quality childcare and have the ability to understand and apply quality assessment tools</li> <li>You will assess and manage risk, carrying out relevant assessments</li> <li>You will adhere to all Environmental Health and infection control legislation</li> <li>You will observe, help develop, implement and promote Cassiltoun Stables Nursery Policies and Procedures</li> </ul>
<b>Budgets and Finance</b> <ul style="list-style-type: none"> <li>You will ensure all service users treat resources with care and minimise waste</li> </ul>
<b>Regulatory Requirements</b> <ul style="list-style-type: none"> <li>Have full understanding of the Revised National Care Standards and be able to relate this to staff, to promote excellent working practices</li> <li>You will comply with SSSC Codes of Practice</li> <li>Contribute to Quality Assurance of the nursery</li> </ul>
<b>Development</b> <ul style="list-style-type: none"> <li>The postholder will play an integral part in developing Cassiltoun Stables Nursery; e.g our position in the market place, identifying market gaps, competition, pricings</li> <li>You will provide specific information on demand for services and develop systems for effective and efficient use of resources</li> <li>You will be responsible for implementing Pre-Birth to Three and Curriculum for Excellence using national curriculum documents</li> <li>Through planning you will develop and promote learning opportunities for all aspects of the curriculum with emphasis on active play</li> <li>You will demonstrate a commitment to your own Continued Professional Development.</li> <li>You will take part in performance reviews and appraisals.</li> <li>You will undertake and arrange research to inform training</li> <li>You will mentor and support students and modern apprentices</li> </ul>
<b>General</b> <ul style="list-style-type: none"> <li>Any other relevant duties identified as appropriate by the Manager or Board of Cassiltoun Stables Nursery</li> </ul>

<b>Print Name</b>		
<b>Sign</b>		<b>Date</b>



## Person Specification

<b>Job Title</b>	Child Development Officer	<b>Department</b>	Cassiltoun Stables Nursery
<b>Reporting To</b>	Nursery Manager	<b>Grade</b>	Real Living Wage - £12.60 per hour
<b>Post Number</b>		<b>Date</b>	March 2026

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
HNC/SVQ3 or equivalent in Childcare and Education	*	
<b>Experience/Knowledge</b>		
Experience in delivering Early Year Frameworks	*	
Experience of assessing children's needs and progress	*	
Extensive knowledge of current Child Protection legislation and requirements	*	
Experience of both planning and evaluating children's learning	*	
Experience in First Aid Training		*
<b>Skills and Abilities</b>		
Excellent communication skills with children, colleagues, advisors and parents/carers	*	
Organisation and planning skills	*	
Ability to work under pressure	*	
IT Literate (word and excel)		*
Enthusiasm for outdoor active play (Forest School)	*	
Conversant with Health & Safety Procedures and Legislation	*	
Ability to exercise initiative and innovation	*	

Effective team working	*	
Creative ability	*	
<b>Personal Qualities</b>		
Reliability and trustworthiness	*	
Willing to work flexibly to meet the needs of the nursery	*	