

**Job Title:** Child Development Officer  
**Department:** Out of School Care Services (OOSC)

We are seeking full time and part time Child Development Officers (CDO) to join us. As it is our Out of School Care services, we have various shift patterns which reflect, before, during and after school times. We hope there is one in there that suits you. You will be working alongside a great team and reporting to our Head of School Aged Services/Assistant Manager OOSC.

- Hours and shifts will vary if working Term Time and/or during School Holidays
- Part time hours available during Term Time are 07:30am to 09:00am or 2:30pm to 6:30pm or both
- Full time hours available during School Holidays Time (Summer, Easter, etc), shifts will be between 07:30am and 6:30pm across Monday to Friday
- There is the opportunity to work Term Time and increase your working hours during School Holidays

### About Us:

Indigo Group, we are an award winning childcare organisation who, for over 30 years have made it our mission to empower families to overcome poverty and its challenges through the provision of innovative, family informed, learning and childcare solutions from birth to 16 years. We are passionate and care for children, young people and their families, keeping them at the heart of our practice. Everything we do is values led, it drives us, our behaviours and in turn, creates and embeds the culture we want to see from everyone who is part of Indigo. We adopt a 'Leadership at Every Level' and those with a passion to succeed will have full support and the opportunity to participate in work out with their immediate area if they so desire.

### Our values are:

- **Family-centred** – children, young people and their families will be at the heart of every decision we make.
- **Inspiring** – our children, young people and families to be ambitious, curious in learning and to always wonder just what might be possible if...
- **Fun** – our team's happiness is infectious and will create a welcoming and fun experience for every Indigo stakeholder.
- **Nurturing** – we will nurture every child, family, team member and community to help achieve their fullest potential.
- **Innovative** – we will always ask our families and communities what they want and use this with our professional expertise to create transformational solutions.

### What you will be doing:

As our **Child Development Officer**, you will be a role model in everything that you do, from promoting our Indigo brand and values to ensuring that everything you do in your role and for Indigo is delivered to the highest standard – the outstanding quality of service for our children, young people, families and our colleagues, ensuring that children and families are at the heart of your decision making.

Your primary aim is to provide a high quality, caring, safe and stimulating learning environment that enables children to develop at their own pace.

### Key Accountabilities – you will:

- Plan, observe, assess, track and deliver stimulating, exciting and balanced programmes to support the children's development in accordance with our Out of School Care Service ensuring that our needs and that of the children and their families are met
- Ensure that all sessions follow Indigo's policies and procedures, are safe, fun and inclusive and liaise with external agencies to support children's wellbeing and development
- Contribute to quality improvement and all that we use in Out of School Care Services
- Follow and adhere to all policies and regulatory body governance to ensure that it meets the Health & Social Care Standards and SSSC Code of Conduct
- **School collections** – ensure that Indigo's systems and procedures are robustly followed for safe collection, supervision and transport of children to and from school including allocating staff resources required

### **Parent & CYP Engagement** involves:

- Being an ambassador of Indigo when engaging with and supporting parents, children and young people delivering outstanding customer service at all times – from admissions, welcome and throughout their time with us. This also extends to your engagement in and with the wider community
- Facilitating feedback from parents and children and engaging on family communication and learning platforms alongside supporting and developing parental engagement to involve parents/carers in their children's learning

### **Administration** responsibilities include:

- Ensuring that all children's records and information remain securely stored and information is up to date
- Contributing to policy making and the implementation of our policies and procedures
- Completing all necessary admin requirements on BreatheHR to support your recruitment, induction, holidays, training, learning and ongoing development with us
- Undertaking and completing all necessary tasks as defined by our Assistant Manager of OOSC

### **Training** – learning, training and development is important to us, therefore, to support your own learning and development, you will:

- Be required to attend regular training to ensure that all mandatory requirements are met
- Provide support and guidance to all new team members, students and those who join us on work experience
- Identify any personal and service training that you require for you and your own Continued Professional Development (CPD), highlighting and discussing these with your Assistant Manager throughout the year

**Health & Safety** – you will be asked to follow and adhere to all legal responsibilities and duties as set out under The Children Act (Scotland) 2014 and the H&S at Work Act. You will also ensure you take care of your own safety, that of your colleagues, children and young people and carry out any risk assessments of the environment or planned activities where required.

### **Knowledge, Skills and Experience – we would like you to have the following:**

An SVQ Level 3 Social Services – Children & Young People or equivalent is desirable for this role. Should you not have this, though have the passion to work in childcare and learn, we are always on the lookout for people to join us and we will help you train, learn and achieve the necessary experience and/or qualifications.

- A passion and interest in working with children and young people
- Ability to work well in a team and show willingness to assume additional or new responsibilities
- Personable, positive manner and communication for engagement with our colleagues, families, children, young people and the wider community
- Someone who takes pride in their work and in everything that they do
- Is creative, has ideas or solutions to help us continually improve
- Proven ability to deliver consistent high levels of customer service
- Good attention to detail to aid understanding and following of our policies and procedures
- A willingness to learn and to continually challenge yourself

### **What you will get in return from us:**

A salary of **£25,272** per annum along with our Indigo benefits of:

- 37 fully paid annual leave days per annum (based on a full time role)
- Company pension
- Company sick pay
- Enhanced maternity pay
- Access to health insurance
- Discounted gym membership
- Childcare discounts
- Christmas savings club
- Team events
- Access to family support if required
- Access to all mandatory, accredited and Indigo specific training courses for free