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| **Employee Specification Form** | Post Number | |  | |
| Job Title | | Playcare Worker – Band C | |
| Department | | Greenleas Primary School | |
| Prepared by and date | | Sharon Edwards May 2025 | |
| ***Important - Study “Explanatory Notes” printed overleaf before completing form*** | | | | |
| **Essential Personal Attributes** | Stage Identified | **Desirable Personal Attributes** | | Stage Identified |
| **Qualifications**   * NVQ level 2 in Playwork   **OR**   * NVQ level 2 in a childcare/education related area * Commitment to further training | App Form | * First aid for babies and children * Food hygiene certificate | | App Form |
| **Experience**   * Working with children aged 2 - 11 * Working in partnership with parents | App Form/  Interview | * Working with children with special/additional needs | | App Form/  Interview |
| **Knowledge and skills**   * Good understanding of OFSTED standards * Good understanding of the ethos of Playwork * Good understanding of child protection policy and procedure * Good understanding of health & safety procedures * Basic IT skills * Ability to work as part of a team * Ability to work in partnership with parents/carers * Understanding of record keeping and confidentiality * Excellent communication skills, including the ability to liaise sensitively with parents. | App/ interview/ref | * Understanding of the ‘Child Concern’ model of practice * Understanding of child protection policy and procedure * Ability to plan a diverse range of play activities * Ability to consult with children * Understanding of the value of self-directed play * Understanding of promoting emotional and physical well-being | | App form/ interview /ref |
| **Special Requirements**   * Ability to work flexibly to meet the needs of the service * Commitment to support the school’s vision, values and ethos * Ability to nurture a child’s individualism * Commitment to inclusion * Enthusiasm for supporting a happy, challenging and effective environment | App form  Interview  ref | * Willingness to seek advice and support and respond to it constructively. * Knowledge of British Sign Language or willingness to learn | | Interview/ref |

**Employee Specification Form**

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| These notes should be studied carefully before completing the form overleaf.  List the personal attributes required to fulfil the duties listed in the job description.  They must be:   1. set at a level appropriate to the work to be done and *not* higher than necessary 2. stated clearly and specifically 3. entirely job related   **Essential or Desirable**   1. Essential   Those requirements without which a candidate would be simply unable to do the job.  *Any candidate who does not meet the essential requirements must be rejected.*  Examples could be the possession of current driving licence or relevant qualification.   1. Desirable   Those requirements which are desirable, but not essential.  A candidate should not be rejected for failing to meet any single desirable requirement.  Examples for certain jobs could be local government experience or knowledge of new technology. | **Personal Attributes**   1. Qualifications   What qualifications, if any, should the postholder possess?  To what level   1. Experience   What experience, if any, is relevant?   1. Knowledge and Skills   Is there any knowledge (other than that covered by qualifications listed) or skills which are relevant? What should the postholder be able to do?  Do not list attributes which cannot be measured, eg “pleasant personality”, “flexible outlook”. Identify only what the postholder needs to do that requires him/her to be pleasant and flexible. Is it that the person needs to communicate effectively with callers (pleasant) or will need to work flexible hours (flexible).  Try to specify the levels of skills that are required, eg if numeracy is specified as a requirement, you should indicate the levels of skill, ie keeping records of petty cash or able to control and monitor substantial budgets.   1. Special Requirements   Are there any conditions of service which differ from the norm and with which the postholder must comply? eg live-in requirements, flexible working hours, weekend working.  **Stage Identified**  Indicate at which stage in the selection process the personal attribute is to be identified, eg application form, interview, tests, references, etc |