



Metropolitan Borough of Wirral

Employee Specification Form

Post Number	
Job Title	Playcare coordinator – Band E
Department	Prenton Primary School
Prepared by and date	Sandra Lloyd – Headteacher June 2025

Important - Study “Explanatory Notes” printed overleaf before completing form

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications <ul style="list-style-type: none"> NVQ level 3 in Playwork OR NVQ level 3 in a childcare/education related area Commitment to further training 	App Form	<ul style="list-style-type: none"> Paediatric First Aid certificate or First Aid at Work Food hygiene certificate 	App Form
Experience <ul style="list-style-type: none"> Working with children aged 4 - 11 Working in partnership with parents 	App Form/ Interview	<ul style="list-style-type: none"> Ability to plan a diverse range of play activities 	App Form/ Interview
Knowledge and skills <ul style="list-style-type: none"> Good understanding of OFSTED standards An understanding of good quality childcare Good understanding of safeguarding Good understanding of health & safety procedures Basic IT skills Ability to manage staff, motivate and lead 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	<ul style="list-style-type: none"> Understanding of the ‘Child Concern’ model of practice Understanding of child protection policy and procedure Ability to consult with children Understanding of promoting emotional and physical well-being Knowledge of Ipal or similar online booking systems Ability to risk assess activities 	App form/ interview /ref
Special Requirements <ul style="list-style-type: none"> Ability to work flexibly to meet the needs of the service Ability to nurture a child’s individualism Commitment to inclusion 	App form Interview ref	<ul style="list-style-type: none"> Willingness to seek advice and support and respond to it constructively. 	Interview/ ref



Employee Specification Form

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:

- set at a level appropriate to the work to be done and *not* higher than necessary
- stated clearly and specifically
- entirely job related

Essential or Desirable

- 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.

- 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

- Qualifications

What qualifications, if any, should the postholder possess?

To what level

- Experience

What experience, if any, is relevant?

- 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.

- 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