



## Hackney Playbus

### Person Specification - Sessional Playworker

Requirement	Essential or Desirable	How Tested (S) = Used for Shortlisting
<b>Educational</b> Relevant NVQ Level 2	D	Application form (S)
<b>Experience</b> Experience working with Children Aged 0-5 in a play setting	E	Application form (S)
Art/Craft Skills	D	Application form/interview
<b>Aptitudes and Skills</b> Knowledge of First Aid skills	E	Application Form/interview
Ability to provide and facilitate Safe, creative play	E	Application form/interview
Ability to communicate at all Levels	E	Application form/interview
Ability to work on own initiative	E	Application form/interview
<b>Circumstances</b> Available to attend training days	E	Application form/interview
To be flexible and Adaptable	E	Application form/interview
<b>Equal Opportunities</b> Understand and demonstrate a willingness to promote positively the Equal Opportunities Policy of The Hackney Playbus	E	Interview



# Hackney Playbus

## Job Description - Sessional Playworker

Date: February 2010

Post Title: Sessional Playworker

Responsible to: the Playwork Manager

### **Purpose:**

The Sessional Playworker, will be jointly responsible for providing Playbus sessions at various sites in and around Hackney.

### **Principal duties and responsibilities:**

- To assist in the delivery and planning of play opportunities in a safe and stimulating environment.
- To supervise children carrying out various activities on and off the Playbus.
- To provide varied and stimulating activities which promote social, physical, intellectual, cultural and emotional development.
- To promote and deliver a fair and quality service which is sensitive and responsive to all families using the Playbus.
- To promote the Hackney Playbus and advertise events where appropriate.
- To assist in developing links with local organisations and professional groups, and assist in the process of raising the profile of the Hackney Playbus.
- To provide support and advice (where appropriate) to parents and carers.
- To work to the child protection policy.

- To assist with the writing of sessional report forms and monitoring.
- To assist with the cleaning and maintenance of the Playbus.
- To abide by Health and Safety, Child Protection and other legal requirements associated with providing play on and off the Hackney Playbus.
- To attend team meetings.
- To undertake supervision with the line manager including an annual development and performance review.
- To assist driver with bus manoeuvres.
- To lift play equipment as required on and off the bus.

# Guidance Notes For Completing Your Application Form

## Please read carefully before completing your application form

1. Hackney Playbus receives many applications for each post advertised. It is our intention to appoint the best candidate for every vacancy. To do this fairly we need all applicants to provide relevant information about themselves. This should be based on the criteria listed on the enclosed person specification, which are regarded as essential or desirable to the job.
2. Your application should provide us with as much relevant information as possible. The application form will provide the only information we have about you. It is the quality of the information and the presentation of your application that will help the selection panel decide whether to interview you.
3. Please complete all sections of the form. It may be helpful to prepare a rough draft first.
4. Section 2 of the form asks about education and qualifications. We do not need a full account of your education here but please mention qualifications and/or training which are necessary or relevant to the job for which you have applied.
5. Section 5, is the most important part of the form and should be used to tell us how you think you meet each of the selection criteria listed on the person specification. Draw particular attention to experience, skills, achievements and knowledge gained in past employment or other activities relevant to the job. It would be helpful to the selection panel if you used headings for each criteria listed and demonstrate how you feel you meet each requirement.
6. Please ensure that your references are from your current and previous employers or from people who know you in a **professional** capacity.



# Hackney Playbus

## Application for Employment

Position Applied for:

### 1. Personal Details

Full Name:

Address:

Telephone Numbers:

Home:

Mobile:

Email:

### References

Name

Name

Address

Address

Telephone

Telephone

Email

Email

Relationship

Relationship

One must be your current or most recent employer

Can references be taken up now with:

Your first referee: YES/NO

Your second referee: YES/NO

The decision to invite you to attend for interview will be based on the information you provide on this form. Please continue on separate sheets of paper if necessary. (please mark any additional pages with your surname in the top right hand corner).

<b>2. Qualifications &amp; Training</b>	
Starting with the most recent, please give details of your education, qualifications and training relevant to the application.	
Dates From-To	Details of education/training, school, college or organisation, qualifications obtained and training relevant to your application

<b>3. Employment History</b>	
Starting with your present or most recent job, please give a summary of all employment, including any relevant voluntary work.	
Dates From-To	Name of your employer and nature of business, job title, brief details of your responsibilities & salary

--	--

**4. Current or Most Recent Employment**

Please describe your job responsibilities fully, and list your main achievements

## **5. Person Specification**

Please describe how your background experience, skills, and attributes meet the requirements set out in the person specification.

## **6. Other Related Information**

Please explain your reasons for making this application and add any further information about yourself that you consider may be relevant.

## 7. Declaration

I confirm that the information supplied by me in this application is correct. I agree that any offer of employment will be subject to satisfactory references.

**DO YOU HAVE A CURRENT CRB CHECK?**                      **yes / no**

Signed .....

Date.....

PLEASE TELL US WHERE YOU SAW THIS POST ADVERTISED? .....

Please return this form to:

Job Applications  
**Hackney Playbus**  
Eastway Depot  
Eastway  
London  
E9 5JH