



## Personnel Specification – Play worker

<b>Attributes</b>	<b>Criteria No.</b>	<b>Criteria</b>	<b>How Identified</b>	<b>Rank</b>
<b><i>Relevant Experience</i></b>	1.	Experience in an 'Out of school' setting	Application/Interview	Advantageous
	2.	Experience working with children aged 3 – 14 years	Application/Interview	Essential
	3.	Knowledge of key worker systems and record keeping	Interview	Desirable
<b><i>Education and Training</i></b>	4.	NVQ level 3 in Play work or equivalent.	Application	Essential
	5.	Recent First Aid qualification	Application	Advantageous
	6.	Basic Food Hygiene Certificate	Application	Advantageous
	7.	Other related training	Application/Interview	Advantageous
<b><i>General and Special Knowledge</i></b>	8.	Knowledge of The Children Act / Every Child Matters	Interview	Desirable
	9.	Knowledge of Play work practice	Interview	Desirable
	10.	Knowledge of child development	Interview	Essential
<b><i>Skills and Abilities</i></b>	11.	Ability to communicate well with adults and children	Interview	Essential
	12.	To be able to demonstrate the ability to work as part of a team	Interview	Desirable
	13.	Ability to write legibly and show good presentation skills	Application/Interview	Desirable
	14.	Computer literate	Application/Interview	Advantageous
	15.	Good organisational skills	Interview	Advantageous
	16.	Demonstrate creative ability	Interview	Desirable
	17.	Ability to approach things professionally	Interview/Application	Essential
	18.	Ability to manage behaviour positively & effectively	Interview	Essential
<b><i>Additional Factors</i></b>	19.	Understanding of Equal Opportunities	Interview	Desirable
	20.	Awareness of Health and Safety and practical hygiene issues	Interview	Desirable
	21.	Enjoy being with children	Interview	Essential
	22.	Honesty with self and others	Interview	Essential
	23.	Have a clear understanding of the importance of confidentiality	Interview	Essential