

Closing date extended to Friday 2 June 2023 at 12 noon

Dear Candidate

Sessional Playworker

Thank you for expressing an interest in the above post. Please note that this post is for a fixed term contract of 7 weeks, from 26 June 2023 to 11 August 2023 and, is subject to funding being awarded by West Dunbartonshire Council.

Please find enclosed an application pack containing the following:

- Role Profile
- Application Form
- Equal Opportunities Monitoring Form
- Guidance Notes
- Summary of Terms and Conditions
- Employee Privacy Notice

When submitting your completed application, please return the following documentation:


- **Your completed** Application Form
- **Your completed** Equal Opportunities Monitoring Form

Please do not enclose your Curriculum Vitae.

Once completed your forms should be returned by email to recruitment@dpha.org.uk no later than **Friday 26 May 2023 at 12 noon**. Please note that applications returned after this time will not be considered.

Thank you for your interest in this post, we look forward to receiving your application.

Yours sincerely



Pauline McDaid
Corporate Services Assistant

GUIDANCE NOTES FOR APPLICANTS ON FILLING IN THE APPLICATION FORM

Please read these notes carefully – they are to help you make the best of your application.

1. DPHA will not accept or consider CV's.
2. The Person Specification within the application form as well as listing the minimum essential requirements for this post, is very important. The Selection Panel will consider the information contained in your application form and will also pay particular attention to your responses on how you meet the specification, and this information will be used during the selection process.
3. The Selection Panel may find it difficult to make assumptions about the nature of the previous and current employment from a list of job titles. It is therefore important that you use the space provided to detail your experience and skills. Please list the name of the posts, the main duties of your previous posts and your reason for leaving in the appropriate section.
4. One of your references should be your current (or) most recent employer.
5. Paid employment or voluntary work is not the only indicator that you meet the requirements of the post. As long as you can demonstrate the relevance to the post, life experience and skills are just as important.
6. The content and quality of your application reflects your commitment to working with DPHA. Many applications are not considered beyond the shortlisting stage due to insufficient relevant information, lack of clarity and illegibility.
7. If you are shortlisted for interview, the Selection Panel will wish to discuss the areas covered in the Person Specification in more detail. The questioning at interview will be designed to assess further how you meet the criteria in the person specification.



SUMMARY OF EVH TERMS AND CONDITIONS OF EMPLOYMENT	
POST TITLE	Sessional Play Worker
GRADE	National Living Wage
SALARY	Salary - £10.90 per hour (as at 1 April 2023)
PLACE OF WORK	Dalmuir Community Education Centre, Duntocher Road, Dalmuir
HOURS OF WORK	The service operates Monday to Friday between 7.45am and 6.00pm. Hours will be allocated as and when required by line manager.
PAY	BACS payment direct into bank account on the 28 th of the month
HOLIDAYS	As a Sessional Playworker you are entitled to paid annual leave based on the hours you have worked in the previous 12-week period. This accrued leave will be an additional payment through your salary. You are entitled to 40 days (pro rata) annual leave.
PAID FEES	PVG and SSSC
UNIFORM & PPE	Uniforms provided for Care Services employees and where required protective clothing or footwear is provided.

Employee Privacy Notice

This notice explains what personal data we collect, when we collect it and how we use this. During the course of our activities we will process personal data (which may be held on paper, electronically, or otherwise) about you and we recognise the need to treat it in an appropriate and lawful manner. The purpose of this notice is to make you aware of how we will handle your information.

Dalmuir Park Housing Association (“we” or “us”) is committed to a policy of protecting the rights of individuals with respect to the processing of their personal data and adhere to guidelines published in the [Data Protection Act of 2018 (the Act 2018)] and the General Data Protection Regulation (EU) 2016/679, together with any domestic laws subsequently enacted. We collect and use personal data for a variety of reasons.

We are registered as a Data Controller with the Office of the Information Commissioner (ICO) under registration number Z5642475 and we are the data controller of any personal data that you provide to us.

We collect the following information from you through a variety of resources (i) directly from you; or (ii) from third parties (including Employment Agencies, pensions services):

- Personal details (Name, Date of Birth, NI number)
- Contact details (Address Telephone Number E-mail address)
- Medical details including absence information, e.g, fit notes
- Personal characteristics such as gender, ethnicity, disability, signature
- Education history
- Qualifications
- Asylum status and your right to work in the UK
- Criminal record declaration and PVG information
- Photographs
- Marital Status
- Next of Kin/Emergency Contact details
- Details of your Bank Account
- The terms and conditions of your employment
- Employment History
- Passport details
- Driving Licence details
- Vehicle Enquiry notice
- Driver declaration
- Details of leave taken e.g. holiday, sickness absence, family leave and sabbaticals and the reasons for leave
- Work Schedule and attendance at work/ time recording
- Membership of Trade Union

We collect and use the above information and personal data for:

- Administration of contracts of employment
- Payment of salaries
- Recruitment and selection

- Pensions and associated benefits, appraisal, training and development
- Membership of professional bodies
- Managing attendance
- Care Inspectorate / SSSC registration
- Website and publications, notice boards (internal and external) and ID badges
- Employee Development Scheme
- Training and Development
- Health and Safety
- Equal Opportunities monitoring
- Disciplinary and Grievance procedures
- Making reasonable adjustments if you have a disability
- PVG checks
- Flexible working applications

We may disclose to and share information about you with third parties such as pension providers, solicitors, occupational health providers, HMRC for the purposes set out in this notice, or for purposes approved by you, including the following:

- To process your monthly salary payments;
- To allow your pension provider to process pensions information and handle your pension;
- To allow our Occupational Health provider to liaise with your GP during periods of absence
- To allow your electronic payslips to be produced and issued to you
- To pay your Trade Union membership dues;
- When we grant third parties controlled access to our electronic network;
- To obtain employment related legal advice;
- To DWP, HMRC and other such third parties;
- To our Auditor to carry out our annual audit;
- Meeting our legal obligations including information we must provide to regulators and statutory authorities

The legal basis that we use for processing your personal data is Contract. For processing special category personal data, the legal basis we use is Employment.

Transfers outside the UK and Europe

Your information will only be stored within the UK and EEA.

Security

When we process your personal data we take steps to make sure that it is kept secure and safe. Security measure we have in place are:

- Our premises are security alarmed and fob accessed;
- Our IT systems are actively remotely monitored by our IT support provider
- We only allow staff to access sensitive data on a 'need-to-know' basis or /and some staff have limited access to sensitive data;
- Our staff have the necessary qualifications and integrity to access data and are carefully supervised;
- All of our staff are trained regularly on data protection and some key staff have had more in-depth training;
- Paper data is stored in locked cabinets and is disposed of in secure, locked consoles which are emptied by a confidential waste company. All electronic data and media is stored on a secure server and regularly audited to ensure that no excessive data is being retained. Automatic archiving is also set up on emails and regular archiving is carried out on all data following our retention schedules.

- We have Anti-Fraud policies aimed at preventing frauds and we have clear desks; policy and ensure we practice appropriate telephone call handling;
- We securely process electronic and paper data are transmitted/moved from place to place by using encrypted USB sticks or ensure documents are password protected.

How long we will keep your information

We review our data retention periods regularly and will only hold your personal data for as long as is necessary for the relevant activity, or as required by law (we may be legally required to hold some types of information), or as set out in any relevant contract we have with you.

Your Rights

You have the right at any time to:

- Ask for a copy of the information about you held by us in our records; and
- Request us to correct any inaccuracies in your information
- Request that we restrict your data processing
- Data portability
- Rights related to automated decision-making including profiling
- Make a request to us to delete what personal data of yours we hold; and
- Object to receiving any marketing communications from us

These rights are qualified and are not absolute.

The accuracy of your information is important to us – please help us keep our records updated by informing us of any changes to your personal and contact details.

If you would like to find out more about how we use your personal data, or wish to exercise any of your rights or make a complaint, please contact:

You may also contact our DPO:

RGDP LLP
Level 2, One Edinburgh Key
133 Fountainbridge
Edinburgh
EH3 9QG

Tel: 0131 222 3239 / 07741 738842

Email: info@rgdp.co.uk

If you remain unsatisfied after your complaint has been processed by us, you also have the right to complain to the Information Commissioner's Office in relation to our use of your information. The Information Commissioner's contact details are below:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Website: www.ico.org.uk

Role profile

Job Details

Job Title:	Sessional Play worker	Service Area:	Dalmeir Out of School Care Group (DOSCG)
Based:	Dalmeir CE Centre	Report to:	Project Co-ordinator/Care Manager
Grade:	£10.90 per hour (as of 1 April 2023)	Date Completed:	May 2023

Job Summary:

The Sessional Playworker will provide a safe and stimulating environments for all the children and will implement planned activities and evaluate sessions to maximise effectiveness.

Behaviours and Competences:

Our Organisational Competencies:

We want to be at the HEART of our community and have its needs at the HEART of all that we do and we have created a culture that reflects this:

Here	Excellent	Accountable	Results	Together
Be here Be available Own issues Find Solutions	Be the Best Create and tailor better services Review and Improve	Be open and honest Be well organised	Be at the top Tell all how and what we are doing Find ways to do better	Be inclusive Treat all with care and respect Listen and act

We want our Playworker to demonstrate the following behaviors and competencies

<ul style="list-style-type: none"> Listen to customers Take initiative Committed Proactive Put customers first Deliver solutions Self-motivated Flexible 	<ul style="list-style-type: none"> Achieve Excellence Customer Focused Take personal pride Self-aware Technologically aware Computer literate Creative 	<ul style="list-style-type: none"> Take personal responsibility Personally effective Planning and prioritising Professional at all times 	<ul style="list-style-type: none"> Communicate effectively Goal orientated Strong work ethic Builds constructive relationships Performance driven Respond to change 	<ul style="list-style-type: none"> Inclusive Team player Collaborative Listen carefully Caring and Respectful Create an environment of trust
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Person Specification:

The essential/desirable criteria for this post are detailed below:

	Essential	Desirable	Evidence
Education and Qualifications	<ul style="list-style-type: none"> Educated to secondary school level 	<ul style="list-style-type: none"> SVQ 2/3 Play work or equivalent Current Child Safeguarding qualification Current First Aid qualification Current Food Hygiene certificate 	Award Certificate

Experience	<ul style="list-style-type: none"> • Experience in a similar role 		
Specialist Knowledge		<ul style="list-style-type: none"> • Knowledge of Scottish Social Service Codes of practise principles (SSSC) • Health and Social Care Standards my support my life principles • Awareness of Getting It Right for Every Child model of care (GIFFEC) 	Application/Interview
Skills and abilities	<ul style="list-style-type: none"> • Good listening and communicating skills. • Ability to work well in a team, and on your own. • Being responsible for young children in a childcare or other setting • Basic computer skills (email) • Dealing with sensitive information discreetly and confidentially 	<ul style="list-style-type: none"> • Excellent interpersonal skills with a keenness to learn. • Respect individuals needs regardless of background, skills, attitudes, and experiences. 	
Other	<ul style="list-style-type: none"> • Take appropriate action and report any disclosures that puts a child at risk 	<ul style="list-style-type: none"> • Prepare and take part in Care Inspection visits 	

A Disclosure Scotland check will be required for this post, together with registering with Scottish Social Service Code of Practise (SSSC).

Job Outputs

Role output:	Includes the requirement to:
Facilitating play/ preparing playrooms	<ul style="list-style-type: none"> • Communicate with children using a variety of basic communication methods. • To understand the needs of 5-14-year-olds. • Set out playrooms in such a way that are safe and encourage play and fun. • All staff must provide at <u>every session</u> a variety of stimulating play activities which will aid the social, intellectual, emotional and physical development of children. • Responsible for ensuring play materials are properly used by the children and stored correctly. • Work to a high standard of tidiness and cleanliness in the interest of hygiene. • Ensure the playrooms are left clean and tidy, ready for the next day. • Follow and update playroom risk assessments.
Facilitating outdoor activities	<ul style="list-style-type: none"> • Confident in planning, implementing, and evaluating outdoor activities. • Responsible for ensuring play materials are properly used by the children and stored correctly. • Be creative in delivering outdoor play. • Follow and review risk assessments.
Playscheme	<ul style="list-style-type: none"> • To assist in the planning of summer playscheme programme. • To supervise children on trips and outings. • Follow and update a child's individual risk assessments.
Recording of information	<ul style="list-style-type: none"> • To record and report any incidents and accidents. • Follow and implement the principles within, The General Data Protection

	Regulation (GDPR)
Health and Safety	<ul style="list-style-type: none"> • To follow fire evacuation procedures. • Ensuring all chemicals are used and stored safely according to COSHH regulations and ensure Data sheets obtained.
Other:	<ul style="list-style-type: none"> • Liaise directly with Project Co-ordinator regarding any issues. • Participate in fund raising events. • Conduct work activities with due regard to their own health and safety and to that of other employees and other persons who may be involved. • Always ensure confidentiality. • To ensure that all Dalmuir Out of School Care policies and DPHA procedures are adhered to in providing a high quality play/care service at all times.
Interdependences:	
The Board Care Services Manager DOSCG Co-ordinator Extended DPHA staff teams Parents and carers	