

SAMPLE SCORE SHEET FOR SHORTLISTING / INTERVIEWING:

PANEL MEMBER:

CANDIDATE:

AREA OF JOB DESCRIPTION:	QUESTION	SCORE	COMMENTS
Experience of working with children 4-12 in a group setting/level 3 or equivalent training/qualifications	Tell us about your experience of working with children aged 4-12 in a group setting and also any relevant training/qualifications?		
Understanding of quality play provision and childcare	A) what do you feel are the most important aspects of providing quality play for children this age in this kind of group? B) How would you go about planning activities / who would you involve? C) What range of activities would you encourage or do you think should be available.		
Awareness of health and safety issues relevant to a play project/ and legal framework/ children's act.	What health and safety issues would you need to be aware of when organizing sessions for a group of children aged 4-12?		
Leading a team.	What experience do you have in supervising other adults / directing volunteers?		

<p>Working with Management Committee and Parents.</p>	<p>A) The club will be managed by a voluntary management committee. What do you perceive the potential +ve and -ve of this?</p> <p>B) As a leader you will be in the front line in dealing and communicating with Parents and Carers. What approach would you take?</p> <p>C) If a parent came to collect a little early and started to shout loudly and angrily at their child in front of the group, what would you do?</p>		
<p>Communication / teamwork / problem solving.</p>	<p>A) Describe your experience of working in a team.</p> <p>B) What do you think would help to achieve good teamwork in a play project such as an out of school club?</p> <p>C) How could you as part of a team deal with a child/children who are disrupting the session?</p> <p>D) What would you do if a child was really annoying you to the point of you losing your temper?</p> <p>E) You turn around to find a group of children standing on the table flicking paint around. How would you deal with this?</p> <p>How could this situation been prevented in the first place?</p>		

Equal opportunities	<p>A) What does equal opportunities mean to you?</p> <p>B) How would you put an equal opportunities into practice for the club and at the sessions?</p>		
Administration / record keeping	What experience do you have in administration and record keeping?		

Is there anything you would like to ask us?

Times/sessions your available now and long term?

Posts will be offered subject to satisfactory police checks and references

Is it okay to contact your references?

Any other relevant training? E.g. first aid/ food hygiene.