

Wandsworth Council

Children's Services

PERSON SPECIFICATION FORM

Post: Trainee Social Worker

****NB Only use this form with the downloaded application form. It is not necessary to complete this form with the online version of the application form.**

The Selection Criteria

The selection criteria are a list of the qualities necessary to perform the job efficiently and effectively. It enables us to assess the suitability of applicants to be short listed and interviewed. **You must use this form to address each of the points set out below.**

Think about the following:

- What evidence is there that you have the necessary skills, knowledge and experience? Consider any relevant experience you have acquired outside work, such as community, voluntary or leisure activities.
- Tell us your strengths. Avoid writing just your career history. Explain how your experience, skills or knowledge meet the criterion you are addressing.
- **Always give examples.** Make sure the points you make are clear and relevant.

Applicants short listed for interview will be those who demonstrate that they meet the selection criteria.

You may use additional sheets if necessary.

Your Name:

You must be able demonstrate that you meet all the essential selection criteria listed below

1. Hold a degree that can be evidenced, and equates to a UK degree if gained overseas.

2. Hold and be able to evidence GCSE grade C in Maths and English or equivalent i.e. Key Skills Level.

3. Have substantial experience of direct work with diverse groups of service users in a multi-racial social care setting (Local Authority, Health or Voluntary organisation) in either paid or unpaid capacity, which will provide evidence of an interest in social work with children and young people and their families.

4. Ability to communicate clearly in writing and face to face with a wide range of people and agencies on sensitive issues e.g.: writing letters / reports

5. Ability to communicate with children of different ages and abilities and their parents or carers and encourage meaningful participation in decision making

6. Ability to work in partnership with children and families taking into account racial, cultural and religious factors

7. Ability to work effectively and collaboratively with other colleagues and other professionals, agencies and organisations.

8. Ability to adapt to working in a variety of settings where there are issues of diversity, including working as part of a team.

9. Ability to participate positively in supervision/practice teaching sessions, taking personal responsibility for learning.

10. Ability to collect and analyse information from different sources relevant to children and families social work.

11. Ability to manage conflicting demands and meet deadlines

12. Awareness and understanding of the need for confidentiality in relation to service user information

13. IT skills i.e. word processing, e-mail, using a data-base and ability to develop competence in the use of the Council's electronic case recording/reporting tool.

14. An understanding of the need for a Council policy on equal opportunities in service provision and show commitment to anti-discriminatory practice.

15. Good sickness absence record in line with Council policy

16. Willingness and ability to travel around the Borough and to and from university.

17. Understanding of the need for Council and Trust Race Policy on service delivery and as a major local employer.

18. Ability to recognise and challenge racism and other forms of discrimination in work

place and in operational practices.

19. An understanding of and commitment to anti-discriminatory practice.

20. A general understanding of safeguarding vulnerable adults and young people and its relevance to the service area, if appropriate and a willingness to attend training as required.

Providing any misleading or false information to support your application or canvassing Councillors or Senior Officers of the Council directly or indirectly for an appointment will disqualify you from appointment or, if appointed will render you liable to dismissal without notice.

I hereby declare that I have understood and complied with the requirements laid down in the previous paragraph. I also understand that the Council has to protect the money it deals with and may use the information I have given to prevent and detect fraud. For this reason it may also share this information with other organizations dealing with public money.

SIGNED _____ **DATE** _____

If you are emailing this form, you will be asked to sign it if you are invited to an interview.