Temporary worker Job Proforma:

Job Title

**Number of roles available:**

**Salary/Hourly rate/Grade:**

**Location/Building role is based in:**

**Length of assignment:**

**Division/Team:**

**Hours Per Week:**

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| --- | --- |
| **Summary of the role**  Please include a brief that covers what the role entails, projects to work on etc. |  |
| **Most essential skills and experience** |  |
| **The team:**  What does the structure look like? Would they be responsible to for any staff?  Who do they report to?  How would you describe the team culture? |  |
| **Working hours/ hybrid**  Is there flexibility with the working hours? Do you have any core working hours?  What is the hybrid split / expectations to be in the office?  Do you have any weekly team days in the office? |  |
| **Any additional information you feel is necessary**  Will a DBS be required for this role, enhanced or standard?  Will uniform be provided?  What is the dress code if uniform is not needed?  Any specific IT systems used?  Training process?  Interview process- face to face, via teams etc? |  |
| **Interview date (s):**  Please use this section to enter the dates and times you would like to interview potential candidates |  |