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 |  |