

## **JOB DESCRIPTION**

**Job Title:** Play Co-ordinator

**Job No:**

**Grade:** GR2

**Division:**

**No of Posts:**

**Section:**

### **1 JOB PURPOSE:**

- 1.1** To plan games and activities for appropriate staff to interact with children in the playground

### **2 DUTIES AND RESPONSIBILITIES:**

- 2.1** To plan and offer a range of appropriate age-planned activities for children in the playground. Whilst supervision maybe provided by Lunchtime Supervisors
- 2.2** To promote with the best interests of the children's development in mind, positive interaction within a playground setting
- 2.3** To inform appropriate staff and children of the week's playtime activities scheduled
- 2.4** To ensure equipment is provided for the planned games timetable
- 2.4.1** To ensure staff have appropriate training with games equipment
- 2.4.2** To ensure that the equipment is appropriate to children's age and abilities
- 2.4.3** To inform appropriate Senior Management where equipment has been misused, is faulty, missing or new equipment should be ordered
- 2.4.4** To keep a log of what play equipment is kept in the play shed or other toy storage areas
- 2.6** To report any incidents or injuries that a child has suffered whilst playing
- 2.7** To maintain wet play boxes for each class
- 2.8** Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.9** To ensure all tasks are carried out with due regard to Health and Safety

- 2.1 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.11 To adhere to the ethos of the school
  - 2.11.1 To promote the agreed vision and aims of the school
  - 2.11.2 To set an example of personal integrity and professionalism
  - 2.11.3 Attendance at appropriate staff meetings and parents evenings
- 2.12 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

**OBSERVANCE OF THE CITY COUNCIL'S**  
**EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED**

---