

# Job Description and Person Specification

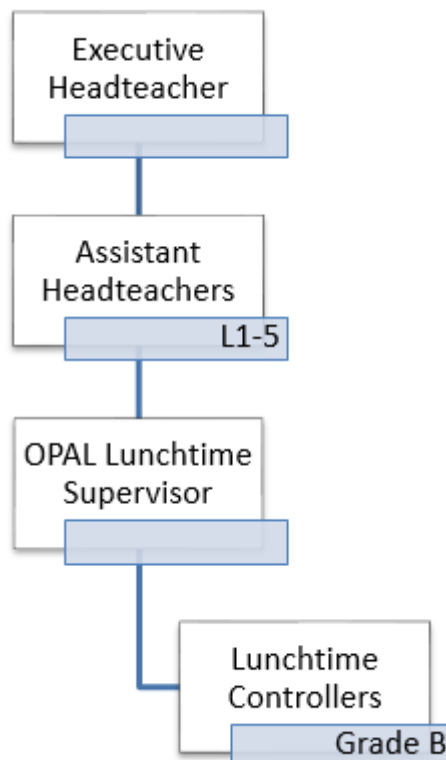
<b>Job title</b>	OPAL Play Coordinator
<b>School</b>	John Rankin Schools
<b>Salary grade</b>	F
<b>Work location</b>	Across the Federation
<b>Reports to</b>	Assistant Headteachers
<b>Supervises</b>	Lunchtime Controllers

## JOB PURPOSE

To co-ordinate the smooth running of OPAL lunchtime play at John Rankin Schools. To be responsible for the daily organisation of staffing and to oversee each lunchtime session, assisting staff and ensuring all children have the opportunity to have fun and safe lunchtimes.

This job falls within the definition of regulated activity and therefore would be subject to an Enhanced DBS with barred list check.

## STRUCTURE CHART



## MAIN DUTIES AND RESPONSIBILITIES

- Co-ordinate and work as part of the play team to cover all lunchtime tasks daily. This will include sessions outside and also sessions in the dining hall.
- Overseeing the dynamic placing of staff across the school campus to maximise play opportunities for children while also ensuring their safety
- Facilitate play opportunities and act as an ambassador for play.
- Work with the site manager, play coordinator, and play team members to ensure that all our children have a safe site for play.
- Coordinate and communicate between play zones and dining hall to ensure all children visit the dining hall and eat their lunch.
- Assess play areas for risks daily and communicating/implementing any changes required.
- Assist with putting out and packing away of play equipment/kit, and monitor whether the condition of play equipment means it is safe to use.
- Record and report incidents of note that occur during lunchtime – e.g. site issues, behaviour, first aid.
- Assess and deliver first aid to pupils (if trained). Assist with first aid reporting.
- Offer care, support and advice for children during lunchtime.
- Contribute ideas and suggestions to improve the team practices and performance.
- Promote and safeguard the safety and welfare of children in accordance with school child protection and behaviour management policies.
- Support and uphold the school's values system, our school rules and reward pupils with verbal praise for positive attitudes and behaviours.
- Attend periodic OPAL team meetings and/or training for professional development.
- Assist with training new team members.
- Promote the welfare of children and support the school in safeguarding children through relevant policies and procedures
- Promote equality as an integral part of the role, treating everyone with fairness and dignity.
- Comply with school health and safety policies, procedures and rules, taking reasonable care of self and others.

## SCOPE (impact on/control of resources, people, money etc)

This role has no budgetary responsibility and no line management responsibility.

<b>PERSON SPECIFICATION</b>		Essential/ Desirable
<b>Qualifications</b>		
GCSE grade C in English and Maths or equivalent		Essential
NVQ level 2 or 3 in childcare		Desirable
Literacy and numeracy: Ability to follow written guidance and procedures.		Essential
Verbal and written skills: Play team members will be required to record incidents swiftly and add to appropriate central school records.		Essential
Ability to give clear verbal instructions to children and team members. Ability to follow good protocol.		Essential
<b>Experience</b>		
<ul style="list-style-type: none"> <li>● Previous experience of play work or working with children</li> <li>● Knowledge and/or understanding of the OPAL Playwork Principles</li> <li>● Previous first aid experience (basic First Aid training will be provided)</li> <li>● Problem solving: Ability to identify and resolve straightforward problems and refer complex problems to an appropriate member of staff</li> <li>● Experience of leading or managing a team</li> </ul>		Essential Desirable Desirable Essential Desirable
<b>Knowledge and understanding</b>		
Understanding of child protection, safeguarding and bullying issues and able to demonstrate understanding of own accountabilities		Essential
<b>Skills and abilities</b>		
Ability to use Outlook, and a web browser to access information		Essential
Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc)		Essential
Ability to manage staff working in a school environment		Essential
Ability to communicate effectively with a wide range of people, verbally and in writing		Essential
<b>Work-related personal qualities</b>		
Enjoy working with young people (all ages in the primary school range 4 – 11 years).		Essential
Positive and supportive attitude towards young people of all ages, abilities and backgrounds.		Essential
Confident in working with and able to influence and negotiate with children from Reception (4 years old) to Year 6 (11 years old).		Essential
Strong teamwork skills; enjoy being part of a team, supportive, flexible and reliable.		Essential
Practical, solutions driven.		Essential
Friendly, approachable and caring manner.		Essential
Dependable, with good time keeping.		Essential
Willingness to try new things and work outside of comfort zone.		Essential

**Other work-related requirements**

Working with children is demanding and requires stamina and resourcefulness. This post will require physical effort, such as initiating active games, demonstrating safe play, walking on uneven surfaces (slopes, sand) and moving 'loose parts' materials, containers and furniture.	Essential
This role has been identified as public facing in accordance with part 7 of the Immigration Act 2016 and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post	Essential