



Borrow Wood Primary School **Recruitment Pack**



Play Co-Ordinator, Part time, Permanent

**10hrs per week + 5 additional hours per week to be agreed in advance
recorded by timesheet**

(additional hours to be reviewed on an annual basis)

(2hrs per day, 11:30am – 1:30pm)

Term time only, 39 weeks per year

Salary Grade C point 5-6 (£25,583 - £25,989 FTE per annum) pro-rotta

Closing Date: Friday 6th March at 9am

Interview Date: Thursday 12th March

Start Date: Monday 13th April or very soon after following completed recruitment checks

We are looking to appoint an enthusiastic Play Co-Ordinator to join our Play Team as we embark on an exciting journey through OPAL play, to give all our children amazing play experiences, and our Play Team are a critical part of making this happen.

The role involves being part of the team that implements the OPAL approach within school. The successful candidate will obtain, store, monitor and replace a diverse range of play resources. They will be outside every lunchtime to supervise and support the children in ready, respectful and safe play. They will help to train and support other members of the play team in the OPAL approach and work with children to inspire amazing play throughout the school.





Borrow Wood Primary School

Recruitment Pack



Welcome Letter from Head Teacher

As Head Teacher at Borrow Wood Primary School, I am proud to lead a dedicated, caring, and enthusiastic team of professionals who are committed to providing the very best education to every child in our care.

At Borrow Wood Primary School, we believe that education is about inspiring curiosity, building confidence, and fostering a lifelong love of learning. Our children are at the heart of everything we do, and we are constantly striving to provide them with the very best opportunities to achieve and thrive.

We are currently seeking a passionate and committed individual to join our team. This role presents an exciting opportunity to become part of a school community that values collaboration, creativity, and continuous professional development. Whether you are at the beginning of your career or looking for a new challenge, we would be thrilled to learn more about what you could bring to our school.

You will find more details about the role, our vision and values, and how to apply in the accompanying recruitment pack. I encourage you to visit our school website and, if possible, arrange a visit to meet us in person – we would be very happy to welcome you and show you around.

Thank you for your interest in Borrow Wood Primary School. We look forward to receiving your application and learning more about how you could contribute to our vibrant school community.

Warm regards,
Natalie Bartlett
Head Teacher
Borrow Wood Primary School





Borrow Wood Primary School

Recruitment Pack



Borrow Wood Primary School

At Borrow Wood we work hard 'to bring out the best in everyone'! We aim to make all of our children confident, happy and motivated with a love of learning by providing a safe and welcoming environment both indoors and outdoors where they can be challenged to do their best. We have high expectations of behaviour and achievement recognising that all of our children bring something unique to our school.

Borrow Wood Primary School is part of ODYSSEY COLLABORATIVE TRUST, seven local Derby City schools, that have come together to provide an excellent education to Derby City children through strong collaborative links.

The school is situated on an attractive site, with extensive outdoor spaces that can be used to engage the children in a range of creative learning opportunities. We have raised beds for growing food, a nature area with a pond, two trim trails, a tyre park and two large playing fields and playgrounds. There is also a soft surface outdoor area for our Foundation Stage children to use as part of their free flow outdoor and indoor learning environment.

The school is based in two buildings dating from the late 1960's. The classrooms are large and bright and have access to shared areas to enable a variety of learning arrangements to be made. All of our classes are equipped with Interactive Whiteboards. The two large halls are well – equipped with PE equipment and are also used as the dining halls at lunch time. The school has its own kitchen and school meals are prepared daily on site by our catering team with ingredients sourced from local companies.

In April 2025 a new Enhanced Resource Facility (ERF) was opened following an extensive refurbishment of part of the upper building. Borrow Wood Enhanced Resource Facility is a provision for children with complex communication and interaction needs. Most of the children have a diagnosis of Autistic Spectrum Condition.

We are an inclusive school and welcome children into our school community with a range of additional needs. Teaching Assistants are deployed across the school to support the learning needs of our children.





Borrow Wood Primary School

Recruitment Pack



Application Details

We believe the children in our school deserve the best and we are passionate about finding the right people to work in our school. If you are committed, enthusiastic, adaptable, willing to learn and most importantly, have genuine care and drive for all children to do their best, we would love to hear from you. Visits to school are warmly encouraged or we are able to answer any questions via phone or email. Please email any questions to n.bartlett@borrowwood.odysseyct.org.uk or ring the school office on 01332 662826 to arrange a visit.

Equality and diversity matters to us. If you think you'd be suited to one of our roles we'd love to hear from you regardless of age, disability status, ethnicity, gender, religion or sexuality.

Closing date for applications: **Friday 6th March 2026 at 9am**

Interviews will be held on: **Thursday 12th March 2026**

Odyssey Collaborative Trust, is a group of five primary and two junior schools, all within the City of Derby. We educate 2,111 pupils and employ 351 staff. We aim to be a Trust where, pupils thrive, our colleagues thrive and our community thrives.

How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter, which clearly demonstrates your suitability for this role. Please ensure that you follow the instructions within the application form and ensure that there are no gaps in your education or employment history that are not accounted for. Applications can be submitted via email to n.bartlett@borrowwood.odysseyct.org.uk with Teaching Assistant application in the subject line. Wherever possible, please provide work email addresses for your referees.

Safeguarding

Borrow Wood Primary School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. As this post is regulated activity, successful appointments are subject to an enhanced Disclosure and Barring Service check and relevant recruitment checks that comply with guidance in the most recent version of Keeping Children Safe in Education. We would like to remind candidates that it is illegal to apply for this position if you are included on the barred list.



Borrow Wood Primary School

Recruitment Pack



Job Description

KEY PURPOSE OF THE JOB

1. To organize and supervise a range of appropriate play activities for pupils to ensure that these times are an enjoyable experience for all children.
2. To effectively support school safeguarding and good behaviour procedures during the lunchtime period.
3. To promote the school's vision, values and aims in the provision of a safe, stimulating and high quality environment catering for young children's educational and developmental needs.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Supervise pupils in designated areas of the school (including playground or external spaces) during the lunchtime/break times and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures.
2. Establish ready, respectful and safe behaviour, by appropriate intervention or referral to senior staff, as appropriate, in line with the Behaviour Policy.
3. Ensure a diverse range of playable resources, for all Play Types, are provided for, and are accessible to, all children.
4. Ensure resources are stored appropriately.
5. Assess play areas for risks daily and communicate/implement any changes required, including the checking and disposal of loose parts.
6. Under the direction of the Curriculum Play Leader plan and organise regular team briefings for the play team on organisational arrangements.
7. Under the direction of the Curriculum Play Leader plan and organise termly planning and development play team meetings.
8. Participate in the OPAL project team meetings to help develop and support in implementing the OPAL project plan.
9. Under the direction of the Curriculum Play Leader organise and carry out the replenishment of loose parts and other play equipment through:
 - Co-ordinating appeals within school and local communities for resources
 - Collecting resources from external sources
 - Sourcing and purchasing suitable play resources within the constraints of the OPAL budget and in agreement with the Curriculum Play Leader.
 - Organising fundraising, such as an event in school, or securing funding from other external sources such as local businesses.
10. Build the expertise and practice within the Play Team, through induction, monitoring and training with the support of the Curriculum Play Leader.
11. Participate in assemblies and School Council to communicate with children regarding improvements to play and resources when required.



Borrow Wood Primary School

Recruitment Pack



Job Description (continued)

12. Administer First Aid and complete associated records as required.
13. Undertake similar work at other times if required.
14. To work effectively within the boundaries of own responsibility and know when to refer to more senior staff.
15. To be committed to your own development and be willing to attend regular training necessary to enhance skills as appropriate within the role.
16. To work in accordance with school policies and procedures, with particular reference to Play, Safeguarding, Behaviour and Health and Safety, and ensure that all midday supervisors are aware of and work in accordance with these policies.

SUPPORT FOR THE SCHOOL

- Maintain effective working relationships with colleagues and parents through effective communication and providing support for pupils, colleagues and parents as required.
- Willingness to keep up to date with professional practice by maintaining an up-to-date understanding of the requirements of the role and individual responsibilities.

GENERAL

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding.
- Participate in the Trust Appraisal process and undertake training and professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of Odyssey Collaborative Trust
- Establish constructive relationships with colleagues, other schools within the Trust and outside agencies.

These above mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Head teacher/Trust. The responsibility level of any other duties should not exceed those outlined above.

Date of issue

Signed



Borrow Wood Primary School

Recruitment Pack



Person Specification

Criteria	Essential	Desirable
Experience		
Experience of working with children in a school or child environment	✓	
Experience of working with children in an OPAL school		✓
Qualifications		
Hold a childcare/play work level 1 qualification or	✓	
Current Paediatric First Aid qualification (or willingness to undertake on appointment)		✓
Play Worker level 2 (or willingness to complete apprenticeship)		✓
Skills and Knowledge		
Ability to communicate clearly and co-operatively with children and adults, verbally and in writing, in English.		✓
Ability to recognize behaviour that may be a cause for concern.	✓	
Ability to work as part of a group and on your own	✓	
Ability to encourage high standards of pupil behaviour at all times.	✓	
Ability to provide rich and varied play opportunities for all children.	✓	
Ability to ask for guidance is unsure how to proceed.	✓	
Ability to effectively use tact and diplomacy to advise, guide, persuade or instruct pupils and parents.	✓	
Ability to train and coach other members of the Play Team.	✓	
Ability to respond appropriately to hazards and challenging situations.	✓	



Borrow Wood Primary School

Recruitment Pack



Person Specification continued

Criteria	Essential	Desirable
Other Factors		
A willingness to attend meetings and undertake necessary training, as appropriate	✓	
Ability to adhere to school policies	✓	
Able to work outdoors in all seasons	✓	
Having high expectations of self and others	✓	
Understanding of safeguarding and child protection, safeguarding training (or willingness to undertake upon appointment)	✓	
Personal Qualities		
Know how to defuse situations and resolve child conflict.	✓	
Having high expectations of self and others.	✓	
Can remain calm in difficult situations.	✓	
Excellent organizational abilities.	✓	
Caring, patient, and approachable	✓	
Flexible and adaptable, Reliable and punctual	✓	
Willingness to undertake training and continuous professional development	✓	
Reliable, punctual	✓	
Equalities		
Understanding of and commitment to promoting equality, inclusion, and diversity in respect of pupils, governors, staff and wider community.	✓	

Additional Requirements

- Enhanced DBS clearance (will be required prior to appointment)
- Medical clearance subject to reasonable adjustments under the Equality Act 2020
- Right to work in the UK
- Willingness to support the ethos and values of the school