

Job Description - OPAL Play Coordinator



SALARY GRADE	Scale 6
ACTUAL SALARY:	£10,556 - £11,066 per annum
CONTRACT	11 hours per week, Term Time Only. Fixed until 31/08/27 with the possibility of extension
RESPONSIBLE TO	Headteacher, OPAL Curricular Lead

PURPOSE OF THE POST

The play coordinator will support and facilitate meaningful and productive child-initiated play during the school day in accordance with the play policy. The postholder will be passionate about play and understands the essential role it has in children's lives, translating that passion, experience, knowledge and drive to lead an effective playwork team that is dedicated to providing a welcoming and safe space for all children to play.

LINE MANAGEMENT

The post holder is responsible to the Headteacher and OPAL Curricular Lead for fulfilling the duties set out in this job description.

The post holder will mentor and support all of the Play Team: support staff on playground duty.

STATUTORY REQUIREMENTS

The post holder will have a responsibility to promote and safeguard the safety and welfare of children in accordance with the schools' child protection and behaviour management policy.

MAIN DUTIES AND RESPONSIBILITIES

The post holder will have the following areas of responsibility:

Ensuring the wellbeing of pupils

- 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.
- Ensure the safety, welfare and general conduct through appropriate application of the school's policies and procedures.
- Participate in all OPAL meetings, leading when appropriate
- Complete written risk benefit assessments in-line with the R.A.P.I.D approach set-out by OPAL and ensure they are updated reviewed and updated regularly including after any incidents
- Establish safe and proper behaviour, by appropriate intervention or referral to senior staff, as appropriate.
- Complete any relevant documentation required by the school in relation to incidents occurring during the lunchtime break period.
- Take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance and recording all first aid actions via Medical Tracker
- Report any major accidents or bumped heads to parents via Medical Tracker and to the school office so a phone call to parent/guardian can be made.

Ensure a diverse range of playable resources is provided for, and is accessible to all children

- Ensure there are sufficient resources to promote each of the 'play types', schema and risks, adding in response to children's needs and opportunity.
- Ensure resources are stored appropriately.

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- Check the quality and condition of resources and repair or remove any resources that are not in a suitable condition for continued use.
 - Organise and carry out the replenishment of resources through:
 - Securing funding from internal or external sources.
 - Coordinating appeals within school and local communities for resources.
 - Collecting resources from sources such as the scrap project.

Carry out training and CPD following the OPAL principles and implement and contribute to create development plans

- Participate in all OPAL meetings, leading when appropriate
- Complete written risk benefit assessments in-line with the R.A.P.I.D approach set-out by OPAL and ensure they are updated reviewed and updated regularly including after any incidents

Provide support and training for other school staff or pupils as required

- Build playworker expertise and practice within the play team.
- Organise and support pupil playground buddies with their role.
- Facilitate peer-led play opportunities.
- Provide suggestions for playmaker activities and games.

Ensure enriching play events or opportunities are created

- Discuss and plan with pupils/staff and school council.
- Implement planned activities.
- Review activities to promote self-evaluation and play development.

Create opportunities for play to support the social and behavioural development of pupils

- Ensure a rich and varied set of play opportunities is available for all children to engage in.
- Provide engaging playwork interventions where pupils who find positive behaviour choices challenging.

Knowledge, experience and training

- Prior experience of working with children in an educational or playwork setting is essential.
- Be a strong advocate for children and understand the difference that play makes in children's development.
- Good communication and interpersonal skills, both written and verbal, with a good understanding of digital communication are essential.
- Relevant qualifications or experience of working with children.

Resources and support

- This post will carry an entitlement to appropriate support from the headteacher and outdoor learning leader.

Review

- The job description sets out the principle responsibilities for the post but does not describe each of the tasks that it may be necessary to carry out.
- The job description may be reviewed from time to time in consultation with the post-holder in order to address the changing circumstances of priorities within the school.

PLEASE NOTE

This job description is a guide to the general duties and responsibilities of this post, which reasonably may vary from time to time according to the needs of the service. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. It does not form part of the terms and conditions of employment.

All staff at Ambler Primary School and Children's Centre are required to be flexible in their approach to work, with a positive attitude and will be expected to support and cover for colleagues as needed, including undertaking duties commensurate with the scale of the post and duties normally allocated to posts at a lower scale.

PERSONAL AND PROFESSIONAL CONDUCT

1. To adhere to the Code of Conduct and demonstrate integrity and objectivity at all times.
2. To be professional in dress and manner at all times
3. To promote the wellbeing and safeguarding of children.
4. To maintain appropriate relationships and personal boundaries with children and young people.
5. To carry out the responsibilities of the post with due regard to the Equalities Act.
6. To carry out the duties and responsibilities of the post in accordance H&S procedures and relevant H&S Guidance and Legislation.
7. To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
8. To be aware of data protection responsibilities under GDPR. To use tact and discretion when handling, sharing or disposing of any information which could be confidential.
9. To undertake training and professional development as appropriate.
10. To constructively take part in meetings/briefings, appraisals, supervision, conferences and other events designed to improve communication and assist with the effective development of the post and the post holder.
11. To undertake other duties appropriate to the post that may reasonably be required.

Person Specification



The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the short-listing and interview process for this post.

You should demonstrate on your application form how you meet each of the following essential criteria. Please ensure that your address each one of the criteria as this will be used to assess your suitability for the post.

Qualifications and Training	Essential (E) / Desirable (D)
Good standard of literacy and numeracy.	E
Willingness to undertake official OPAL training and continuous professional development.	E

Relevant qualification (e.g. Level 2/3 in Playwork, HLTA status, or Forest Schools certification).	D
Current First Aid Certificate (ideally Paediatric First Aid).	D
Experience	Essential (E) / Desirable (D)
Prior experience working with children in an educational or playwork setting.	E
Experience supporting children with a range of needs, including SEND or social, emotional, and behavioural challenges.	E
Experience coordinating an aspect of provision or leading/mentoring a small team (such as midday assistants or pupil play leaders).	D
Previous involvement with OPAL or similar child-led outdoor learning initiatives.	D
Knowledge and Understanding	Essential (E) / Desirable (D)
Understanding of Safeguarding and Child Protection policies within a school environment.	E
Understanding of risk-benefit assessments in play, allowing children to experience managed risk (e.g. climbing trees, loose parts) rather than eliminating all hazards.	E
Knowledge of child-initiated play and how it impacts a child's physical, social, and emotional development.	E
Understanding of inclusion principles, ensuring children of all abilities can access rich play opportunities.	E
Skills and Personal Attributes	Essential (E) / Desirable (D)
Ability to use "low-intervention" playwork strategies—knowing when to step back and when to support.	E
Excellent communication skills to advocate for play with parents, senior leadership, and the wider community.	E
Resourcefulness and community focus to source, organise, and replenish "loose parts" (e.g., tyres, crates, tarpaulins) via community scrap drives or donations.	E
Ability to carry out dynamic checks of the outdoor play environment and ensure safety protocols are followed.	E
Passionate champion for outdoor play who believes in the core values of the OPAL Programme.	E
Resilience and physical stamina to facilitate play outdoors on the school grounds in all weather conditions.	E
Patient and positive approach to behaviour management, turning playground conflicts into reflective learning experiences.	E