

# Opal Play Co Ordinator

## Job Description



Date: October 2025

Review Date: October 2026

Headteacher signed: \_\_\_\_\_ Date:

Chair of Governors signed: \_\_\_\_\_ Date:

Line manager/s: Assistant Headteacher/ Curricular Lead for Play

Supervisory responsibility: Play Team

### **Purpose of the Job**

- To manage Oak C of E Primary School play team; organising and supervising staff working during the playtimes and lunchtimes, so as to ensure the safety, general welfare and proper conduct of pupils during these periods.
- To organise and supervise a range of appropriate play activities for pupils to ensure that these times are an enjoyable experience for all children.

### **Key Role Outcomes**

#### **1. Organisation and supervision of the play team**

- As noted in documentation from Play Wales, the role of the playworker is to support all children and young people in the creation of a space in which they can play. In this role the Play Coordinator will meet regularly with the Play Team to ensure the opportunities for play are varied and fulfilling.
- Plan the work of the play team to ensure that all lunchtime tasks are covered daily, including timetabling of roles, cover for absences etc, identifying skills/aptitudes of the members of the play team. This will include roles inside and outside of the halls.
- Promote and safeguard the safety and welfare of children in accordance with school child protection and behaviour management policies. Ensure that the play team record and report incidents that occur during lunchtime eg site issues, behaviour, first aid in accordance with these policies.
- Support and uphold the school's values systems
- Ensure appropriate first aid arrangements at lunchtimes are in place in accordance with school policies and advice from the designated first aiders.
- Offer care, support and advice for children during breaks and lunchtimes.
- Alongside the Curricular Lead for Play , plan and organise regular Play Team meetings to include organisational arrangements, planning, training and development opportunities.
- Alongside the Curricular Lead for Play, induct and train and monitor members of the play team.
- Work with the Curricular Lead for Play to identify and recommend solutions to issues of an operational or organisational nature.

## **2. Organisation and supervision of play activities**

- As noted in documentation from Play Wales, the role of the playworker is to support all children and young people in the creation of a space in which they can play. In this role the Play Coordinator will meet regularly with the Play Team to ensure the opportunities for play are varied and fulfilling.
- Lead the play team to ensure all children have access to exciting play opportunities every break and lunchtime.
- Facilitate play opportunities and act as ambassador for play working to the Playwork Principles as derived from the Outdoor Play and Learning (OPAL) Primary Programme.
- Alongside the Curricular Lead for Play and School Business Manager, source loose part and other play equipment.
- Alongside the Curricular Lead for Play develop fundraising activities for resources.
- Alongside the Curricular Lead for Play and School Business Manager ensure that all children have a safe site for play eg writing risk-benefit assessments and periodic site inspections.
- Oversee and monitor daily risk assessments and safety checks and communicate/implement any changes required including the checking and disposal of loose parts.
- Plan and organise putting out and packing away of play equipment/kit at lunchtimes.
- Alongside the Curricular Lead for Play, plan and lead regular and timely play assemblies with the health and wellbeing team to communicate with pupils eg any new initiatives/play plans etc.
- Participate in the OPAL team meetings and develop and implement the OPAL action plan.

This job description sets out the principal responsibilities for the post but does not describe each of the tasks that it may be necessary to carry out. Duties may change from time to time without changing the character of the post or the level of responsibility.

### **General accountabilities**

- A. Be responsible for own safety and not endanger that of colleagues/visitors to the workplace.
- B. Work in compliance with the codes of conduct, regulations and policies of the school and its commitment to equal opportunities.
- C. Ensure that output and quality of work is of a high standard and complies with current legislation/standards.

D. All support staff are required to foster and apply a supportive relationship with all children, whether working on a 1:1 or group basis, and in particular, to promote acceptance and integration of children with special educational needs.