



Play Coordinator & Midday Supervisor (MDSA)

Hours: 11.30-1.30pm Monday-Friday, plus +3 hours a week.

Total: 13 hours a week.

Purpose of the Role

To provide day-to-day operational leadership of the school's play provision, including the delivery of the OPAL programme, while ensuring the safety, wellbeing and engagement of pupils during lunchtime. The post holder will lead the development of high-quality, inclusive and stimulating play opportunities, supervise children effectively, and model positive relationships that support the school's ethos and values.

Key Responsibilities

Operational Leadership of Play Provision

- Lead the daily implementation of the OPAL programme across all playground and outdoor learning spaces.
- Ensure play zones are active, engaging, inclusive and appropriately supervised.
- Support and guide staff in delivering high-quality playwork practice.
- Monitor the effectiveness of play provision and identify opportunities for continuous improvement.

Supervision, Safety and Welfare

- Supervise pupils during lunchtime, ensuring their safety, welfare and positive behaviour.
- Oversee all designated areas where pupils gather, including playgrounds, playing fields, dining areas and classrooms as required.
- Promote positive relationships and support children in resolving minor conflicts through restorative approaches.
- Ensure school policies, procedures and behaviour expectations are consistently applied.
- Report safeguarding, health and safety, or behavioural concerns promptly and appropriately.

Resource Management

- Maintain, organise and replenish play resources, ensuring they are safe, accessible and well utilised.
- Develop new play opportunities through sourcing, adapting and creating resources.
- Oversee storage systems and ensure equipment is returned, rotated and maintained effectively.
- Ensure play materials and environments remain stimulating and responsive to children's interests.

Play Zone Development

- Improve and expand play zones in line with OPAL principles and school priorities.
- Work collaboratively with children and staff to identify and develop new play opportunities.
- Ensure play environments remain inclusive, varied and engaging for all pupils.

Risk-Benefit Assessment

- Carry out and oversee daily risk-benefit assessments of play areas and equipment.
- Promote a balanced approach to risk that supports children's development while maintaining safety.
- Ensure issues identified through assessments are addressed and followed up promptly.

Lunchtime Support

- Encourage children to eat their lunches and develop healthy eating habits.
- Provide practical support to younger pupils where required, including assistance with food preparation such as cutting food safely.
- Assist with the clearing of spillages and the resetting, wiping down and tidying of dining areas as appropriate.
- Maintain a calm, safe and welcoming lunchtime environment.

School Ethos and Community

- Play a full and active role in the life of the school, supporting its vision, values and ethos.
- Actively promote the school's policies, behaviour expectations and Golden Rules.
- Build and maintain positive professional relationships with pupils, colleagues and families.
- Model positive behaviour, inclusion and respect at all times.

Person Specification

The successful candidate will:

- Display warmth, care and sensitivity when working with children.
- Have strong interpersonal and communication skills.
- Be able to build and maintain appropriate professional boundaries with children and young people.
- Be creative, open-minded and adaptable.
- Demonstrate effective organisational and leadership skills.
- Be able to work collaboratively as part of a team while also using initiative independently.
- Be committed to delivering high-quality play experiences for all children.
- Have a good sense of humour and a positive, solution-focused attitude.
- Understand the importance of safeguarding, health and safety, and pupil wellbeing.
- Be enthusiastic about supporting children's social, emotional and physical development through play.

This combined role provides both operational leadership of the school's play provision and frontline supervision of pupils during lunchtime, ensuring every child has access to safe, enjoyable and enriching play experiences.