



Morley Memorial Primary
School

Job Description and Person
Specification

Play Co-ordinator

March 2026

Head teacher: Ms N Brown

We hope that this recruitment pack will give you all of the information you need to complete your application for the position of **Play Co-Ordinator** at Morley Memorial Primary School.

Please pay close attention to the advert, job description and person specification as shortlisting will be based on meeting the criteria stipulated in these documents.

Morley Memorial 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. DBS checks and disqualification declaration may be required for this post. Shortlisted candidates will be contacted and references sought prior to interview. Any offer of a position will be subject to satisfactory references and DBS checks.

Please forward your completed application form to hr@morley.cambs.sch.uk

Morley Memorial Primary School, Blinco Grove, Cambridge CB1
7TX Telephone - 01223 508 786 e-mail –
office@morley.cambs.sch.uk
Head teacher: Ms N Brown



Job Description

Job Title: Play Co-Ordinator

School/Service: Morley Memorial Primary School

Reports to: Inclusion Lead

Grade: £26,403.00 - £28,142.00 Annually (FTE)

Hours: (11.15-1.15pm daily plus additional 2 hours per week) – Term-time only

Purpose

The play coordinator will play a key role in the OPAL group contributing to the strategic development of inclusive play across the school.

They will be the operational lead OPAL lead and plan for, support and facilitate inclusive, meaningful and productive child-initiated play each day.

Line management:

The post holder will be part of the Inclusion Team and is responsible to the Inclusion Lead and Curricular Leads for OPAL for fulfilling the duties set out in this job description.

Statutory requirements:

The post holder will have a responsibility to promote and safeguard the safety and welfare of children in accordance with the schools' safeguarding incorporating child protection policy; anti-bullying policy; behaviour policy; and in line with the school's values and mission statement.

Responsibilities

Ensure wellbeing of pupils

- Ensure that all lunchtime play staff are completing their main duties to a high standard and that all staff are facilitating inclusive play
- Ensure that you and your play team have read the play policy and are fully supportive of it.
- Ensure the safety, welfare and general conduct through appropriate application of the school's policies and procedures.

- Report to the school business manager and caretaker any issues regarding play equipment or play areas.
- Establish safe and proper behaviour, by appropriate intervention or referral to senior staff, as appropriate and in line with school policy.
- Identify and report any unauthorised visitors on school premises.
- Complete any relevant documentation required by the school in relation to incidents occurring during the lunchtime break period.
- Participate in OPAL/team around the child (TAC)/medical meetings, as required.
- Ensure you and your play team are aware of children's special medical conditions and the relevant precautions and treatments necessary.
- Take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance.
- Report any major accidents or bumped heads using the school protocols and record in the accident book.

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

- Co-ordinate the set-up and pack up of the play environment each day
- Ensure there are sufficient resources to promote each of the 'play types' as listed in the play policy.
- Check the quality and condition of resources and repair or remove any resources that are not of a suitable condition.
- Ensure resources are stored appropriately.

Discuss resources with the children (school council) and use their views to create development plans

Organise and carry out the replenishment of resources through:

- Securing funding from internal or external sources, liaising with parent play champions to help source and replenish play items.
- Purchasing resources as required.
- Coordinating appeals within school and local communities for resources.
- Collecting resources from sources such as the Scrapstore.

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

- Build play team members expertise and practice.
- Organise and support pupil playground leaders 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/working group and school council.
- Implement planned activities which promote inclusive play development.
- 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 to all children.
- Provide engaging playwork interventions for pupils who find positive behaviour choices challenging.

Resources and support:

This post will carry an entitlement to appropriate support from the Senior Leadership Team and other members of the OPAL Working Group

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.

Morley Memorial Primary School

Person Specification: Play Co-Ordinator

	Essential	Desirable
Qualifications and Experience	<p>Ability to make a significant contribution to the development of inclusive play as part of the OPAL working group</p> <p>Commitment to obtain an appropriate First Aid qualification.</p> <p>Experience of working with primary aged children needs.</p>	<p>Playwork Level 2 or above, or other relevant qualification for working with children</p> <p>Experience of working with children with SEND and additional needs</p>
Professional Attributes	<p>Excellent interpersonal skills</p> <p>Commitment to uphold school policies and support the wider play team in doing so</p> <p>Be an advocate for the importance of play</p> <p>Establish fair, respectful, trusting, supportive and constructive relationships with children and young people</p> <p>Demonstrate the positive values, attitudes and behaviour they expect from children and young people</p> <p>Communicate effectively and sensitively with children, young people, colleagues, parents and carers</p> <p>Uphold the core principles of child-led, inclusive play</p>	<p>Demonstrate a commitment to collaborative and cooperative working with colleagues</p> <p>Improve their own knowledge and practice including responding to advice and feedback</p>

<p>Knowledge and Understanding</p>	<p>Understanding of child-led play principles</p> <p>Understanding of and commitment to inclusion of children with additional needs</p>	
<p>Professional Skills</p>	<p>Ability to:</p> <p>Make a significant contribution to the development of inclusive play as part of the OPAL working group</p> <p>Reflect upon the impact of planned sessions and use this to inform future planning.</p> <p>Observe children and use these observations to inform planning and support progression.</p> <p>Devise activities that interest and motivate children and that encourage curiosity, creativity and independence.</p> <p>Consider individual children's needs and how to support them during play</p> <p>Considerately manage the use of resources to ensure their longevity.</p> <p>Ability to inspire, direct and support other adults supporting play</p> <p>Prioritise the safeguarding of children and understand what to do if you are concerned for the safety of a child.</p> <p>Be a reflective practitioner</p>	