

# GREAT CORBY SCHOOL

Great Corby, Carlisle CA4 8NE

## Job Description: OPAL Mid-Day Meals Play Leader

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<b>Job title:</b>	<b>Play Team Co-ordinator</b>
<b>Salary:</b>	<b>PCD3 - £24,441 FTE (pro-rata salary £6,420.42)</b>
<b>Hours:</b>	<b>11.66 hours per week, 10:40am – 1:00pm</b>
<b>Contract type:</b>	<b>Term-time / permanent</b>
<b>Reporting to:</b>	<b>Headteacher</b>

### **PURPOSE OF THE JOB:**

Working as a member of the play team, you will ensure that all our children have meaningful lunchtime play every day. You will work as a member of the play team to create a safe and stimulating outdoor environment providing social, active and creative play experiences for all. The play team is also responsible for ensuring that all our children have a pleasant eating experience at lunch time, while maximising the time they can spend outside playing. You will support our children as they visit the dining hall and are responsible for clearing the tables to a state ready for use by other diners.

### **KEY DUTIES AND RESPONSIBILITIES:**

- Work as part of the play team to cover all daily lunchtime tasks. This will include sessions outside, and in the dining hall.
- Work with the play coordinator to ensure all children have access to exciting age-appropriate play opportunities every lunch time.
- Facilitate play opportunities and act as an ambassador for play.
- Work with the play coordinator, and play team members to ensure that all our children have a safe site for play.
- Coordinate and communicate between play zones and the dining hall to ensure all children visit the dining hall and eat their lunch.
- Assess play areas for risks daily and communicate/implement any changes required.
- Assist with putting out and packing away play equipment/kit.
- Record and report incidents of note that occur during lunchtime – e.g. site issues, behaviour, first aid.
- Assess and deliver first aid to pupils. Assist with first aid reporting.
- Communicate effectively with the play coordinator, play colleagues and the catering team to ensure that all children visit the dining hall in a scheduled manner, to minimise queuing and maximise play time outside.
- Assist children at lunch, e.g. with queuing, getting seated, opening packets, spillages, disputes, clearing plates / cutlery and encourage good eating, hygiene and social skills.
- Clear and clean the hall during service (e.g. spillages, assisting with waste food, trays and cutlery).
- Contribute ideas and suggestions to improve the team practices and performance.
- Promote and safeguard the safety and welfare of children in accordance with school child protection and behaviour management policies.
- Support and uphold the school's values system and school rules and reward pupils with verbal praise for positive attitudes and behaviours.
- Attend periodic team meetings and/or training for professional development.
- Assist with training new team members.

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- Complete school-based induction and any subsequent training required to improve performance.

The post holder will be subject to a full police and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.

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

Whilst the school hours are set, it is inevitable that other duties will be required from time to time. The post holder should be willing to work flexibly to deal effectively with such eventualities.

Our school is committed to safeguarding and promoting the welfare of children and young people. We expect all of our employees to share this commitment. An enhanced CRB check will be required for this post.

Visits to school are welcomed, please contact Mrs Walsh 01228 560399

For further details and an application pack, please email our School Business Manager, Mrs Walsh at [admin@gtcorby.cumbria.sch.uk](mailto:admin@gtcorby.cumbria.sch.uk).

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The closing date for applications is Friday 28<sup>th</sup> June 2024  
Interviews will be held on Wednesday 3<sup>rd</sup> July 2024