

JOB DESCRIPTION

SCHOOL: Generic		Is this description a generic JD? Yes	
GRADE: G3		JEM Reference No: 01-157 Enhanced DBS Required? Yes	
JOB TITLE: Play Co-Ordinator			
REPORTS TO : Headteacher or other designated person			
1.	PURPOSE OF JOB: Supervise pupils and organise recreational pursuits during lunch break and/or other specific break		
2.	MAIN RESPONSIBILITIES, TASKS & DUTIES		
	i.	Plan and prepare activities to aid the social development of pupils	
	ii.	Co-ordinate and organise suitable games/activities	
	iii.	Setting up and storage of portable equipment/resources	
3.	MANAGEMENT OF PEOPLE SUPERVISION OF PEOPLE No management or supervision responsibility		
4.	CREATIVITY AND INNOVATION Within policies and procedures postholder required to develop activities to assist with the physical, emotional, educational and social development of young people		
5.	CONTACTS AND RELATIONSHIPS Direct contact with pupils and day to day contact with school colleagues		
6.	DECISIONS		
	a) Discretion In line with policies and procedures		
	b) Consequences Impacts on child centred activities/development		
7.	RESOURCES		

	Play/games equipment and other related resources		
8.	WORK ENVIRONMENT		
	a) Work Demands Interruptions are intrinsic to the role but cause no major change to overall task		
	b) Physical Demands Physical demands caused by organising and undertaking specific activities with pupils		
	c) Working Conditions School environment which includes working outdoors and may be required to administer first aid and assist with personal care and hygiene duties		
	d) Work Context Potential risk from direct contact with pupils		
9.	KNOWLEDGE AND SKILLS No formal qualifications required Demonstrable experience of appropriate interaction with children		
10.	GENERAL		
Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.			
Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.			
Equal Opportunities - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.			
Health and Safety - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.			
Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.			
	Name:	Signature:	Date:
Job Description written by: [Manager]			
Job Description agreed by:			

[Postholder]			..
Note: Qualifications and Experience headings are included in the Person Specification, see 'Using Competencies in Recruitment & Selection' in the Employment Manual on George. Guidance on the completion of this JD can also be found on George or available from your Directorate HR Adviser.			