

Application Pack

**February 2026
PLAY LEAD VACANCY
St John's C of E Academy**

Job Description

Title Support Staff - Grade 1	St John's C of E Academy	Post Ref Play Lead
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Job Purpose
Working alongside the Academy's Play Team you will ensure that all our children have meaningful lunchtime play every day. You will work as a member of the OPAL Team to create and manage a safe and stimulating outdoor environment providing social, active and creative play experiences for all.

Main Duties

1. Work as part of the OPAL Team to cover all lunchtime tasks daily.
2. Work with the OPAL Coordinator (to ensure all children have access to exciting play opportunities every lunch time.
3. Facilitate play opportunities and act as an ambassador for play.
4. Working alongside OPAL Team members to ensure that all our children have a safe site for play.
5. Assess play areas for risks daily and communicating/implementing any changes required.
6. Assist with the coordination of and putting out and packing away of play equipment/kit.
7. Record and report incidents of note that occur during lunchtime – e.g., site issues, behaviour, first aid.
8. Assess and deliver first aid to pupils where appropriate. (Training to be provided)
9. Offer care, support and advice for children during lunchtime.
10. Contribute ideas and suggestions to improve the team practices and performance.
11. Promote and safeguard the safety and welfare of children in accordance with school child protection and behaviour management policies.
12. Support and uphold St John's C of E Academy's behaviour policy, school rules and reward pupils with verbal praise for positive attitudes and behaviours.
13. Attend periodic team meetings and/or training for professional development.
14. Assist with training new team members.
15. Complete checks on all equipment and complete risk assessments.

The post holder will perform any other duty or task that is appropriate for the role described.

Person Specification

Knowledge, experience and training

- **Previous experience of play work or working with children highly desirable**
- **Knowledge and/or understanding of Play work Principles desirable**
- **Previous first aid experience desirable (First Aid training will be provided)**
- **Literacy and numeracy: Ability to follow written guidance and procedures**
- **Problem solving: Ability to identify and resolve straightforward problems and refer complex problems to an appropriate member of staff**
- **Verbal and written skills: OPAL team members will be required to record incidents swiftly and add to appropriate central records.**
- **Ability to give clear verbal instructions to children and team members.**
- **Ability to follow good protocol.**

Skills and personal attributes:

- **Enjoy working with young people (all ages in the primary school range 4 – 11 years).**
- **Desirable to have a good range of DIY skills to develop the play environment further.**
- **Positive and supportive attitude towards young people of all ages, abilities and backgrounds.**
- **Confident in working with and able to influence and negotiate with children from Reception to Year 6.**
- **Strong teamwork skills; enjoy being part of a team, supportive, flexible and reliable.**
- **Practical, solutions driven.**
- **Able to co-ordinate volunteers from the parent community to develop the outdoor space**
- **Friendly, approachable and caring manner.**
- **Dependable, with good time keeping.**
- **Willingness to try new things and work outside comfort zone**
- **Physical effort and/or strain**

Physical effort and/or strain

Working with children is demanding and requires stamina and resourcefulness. This post will require physical effort, such as initiating active games, demonstrating safe play, walking on uneven surfaces (slopes, sand) and moving 'loose parts' materials, containers and furniture.

Working environment

The working environment will be part or all of the school premises or accommodation selected by the school. Areas of high use are the outdoor play spaces (playgrounds, field, MUGA, Mud kitchen areas and Eco Garden area) but not restricted to these.

General

This job description only contains the principal accountabilities relating to this post and does not describe in detail all the tasks required to carry them out.

Duties may vary from time to time without changing the character of the post or the level of responsibility



Recruitment Privacy Notice

Policy Statement

We are The Diocese of Southwell & Nottingham Multi Academy Trust. As part of your application to join us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their “personal data”. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold an individual’s personal data for a period of time after the recruitment process, even if you are unsuccessful. Anything that we do with an individual’s personal data is known as “processing”.

This document sets out what personal data we will gather and hold about individuals who apply for a position with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

What information do we process during your application process?

We may collect, hold, share and otherwise use the following information about you during your application process.

Up to and including shortlisting stage:

- your name and contact details (i.e. address, home and mobile phone numbers, email address);
- details of your qualifications, training, experience, duties, employment history (including job titles, salary, relevant dates and working hours), details of driving licence (if relevant for role), membership of professional bodies and interests;
- your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
- information regarding your criminal record;
- details of your referees;
- whether you are related to any member of our workforce; and
- details of any support or assistance you may need to assist you at the interview because of a disability.

Following shortlisting stage, and prior to making a final decision

- information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers;*
- confirmation of your academic and professional qualifications (including seeing a copy of certificates);*

- information via the DBS process, regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), whether you are barred from working in regulated activity;*
- your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;*
- medical check to indicate fitness to work;*
- a copy of your driving licence (or other appropriate documentation as listed on the Home Office list);*
- if you are a teacher, we will check the National College of Teaching and Leadership (“NCTL”) Teachers Services about your teacher status, whether you are subject to a prohibition from teaching order and any other relevant checks (for example Section 128 direction for management posts and EEA teacher sanctions);* and
- equal opportunities’ monitoring data.

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked (*) above to us to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

If you are employed by us, the information we collect may be included on our Single Central Record. In this scenario, a further privacy notice in relation to data we collect, process, hold and share about you during your time with us, will be issued to you.

Where do we get information from during your application process?

Depending on the position that you have applied for, we may collect this information from you, your referees (details of whom you will have provided), your education provider, any relevant professional body, the Disclosure and Barring Service (DBS), NCTL and the Home Office, during the recruitment process.

Why do we use this information?

We will process your personal data during your application process for the purpose of complying with legal obligations, carrying out tasks which are in the public interest, and taking steps with a view to entering into an employment contract with you. This includes:

- to assess your suitability for the role you are applying for;
- to take steps to enter into a contract with you;
- to check that you are eligible to work in the United Kingdom or that you are not prohibited from teaching; and
- so that we are able to monitor applications for posts in the [Trust/Academy/School] to ensure that we are fulfilling our obligations under the public sector equality duty under the Equality Act 2010.

How long will we hold information in relation to your application?

We will hold information relating to your application only for as long as necessary. If you are successful then how long we need to hold on to any information will depend on type of information. For further detail please see our [Retention and Destruction Policy].

If you are unsuccessful we will hold your personal data only for six months, after which time it is securely deleted.

Who will we share information with about your application?

We will not share information gathered during your application process with third parties, other than professional advisors such as legal as HR advisors.

Rights in relation to your personal data

All individuals have the right to request access to personal data that we hold about them. To make a request for access to their personal data, individuals should contact:

Trust HR Officer
payroll@snmat.org.uk

Please also refer to our Data Protection Policy for further details on making requests for access to personal data.

Individuals also have the right, in certain circumstances, to:

- Object to the processing of their personal data
- Have inaccurate or incomplete personal data about them rectified
- Restrict processing of their personal data
- Object to the making of decisions about them taken by automated means
- Have your data transferred to another organisation
- Claim compensation for damage caused by a breach of their data protection rights

If an individual wants to exercise any of these rights then they should contact [INSERT CONTACT DETAILS]. The law does not oblige the school to comply with all requests. If the school does not intend to comply with the request then the individual will be notified of the reasons why in writing.

Concerns

If an individual has any concerns about how we are using their personal data then we ask that they contact our Data Protection Officer in the first instance. However an individual can contact the Information Commissioner's Office should they consider this to be necessary, at <https://ico.org.uk/concerns/>.

Contact

If you would like to discuss anything in this privacy notice, please contact:

Data Protection Officer
data.protection@snmat.org.uk