



## **JOB DESCRIPTION**

**POST:** Casual Play Ranger  
**LOCATION:** Belmont School

### **JOB PURPOSE**

To be the on-site contact and facilitator for hirers of Belmont's Soft Play facility, in accordance with the school's lettings policy.

### **MAIN DUTIES AND RESPONSIBILITIES:**

- interaction and coordination of activities during lettings
- engaging with parents and children to ensure all customers maximise their enjoyment during their letting.
- to represent the school and its values
- to prepare Soft Play for each user: switching on lights, and ensuring the facility is clean and ready for use. Cleaning also required between lettings (and during lettings when there is an accident or emergency)
- setting up tables in the hall (within Health & Safety guidelines) for party food and ensuring kitchen facilities and equipment are clean and in good order, ready for use
- ensuring that the toilet facility is clean, well stocked, and ready for use
- welcoming users, and providing a site induction to include health and safety instructions
- to be on-site for the duration of the bookings(s) as a point of contact for any issues raised by the user
- to ensure that bookings run on schedule, directing hirers from the soft play to the hall/playground at the appropriate time, as per their booking agreement
- to provide first aid as required, and log any accidents or incidents
- responsible for making and receiving phone calls using a school mobile phone
- when necessary, ensure main entrances and paths are clear of snow or ice by applying salt
- follow and adhere to:
  - all safer working practices
  - the correct use of equipment
  - all relevant COSHH guidelines
  - SAND's Lone Working Guidance

### **ENVIRONMENTAL DUTIES**

Demonstrating good environmental practice (such as energy efficiency, recycling and waste reduction) when carrying out all duties and responsibilities.

### **WORK STRICTLY NOT PERMITTED**

- Working at Height
- Work with hazardous substances and or machinery
- Single-handed lifting or handling of any load that is of such a weight as to cause injury
- Handling cash

### **GENERAL**

- to report any Health & Safety issues to the your line manager immediately
- to ensure that all waste material is properly and safely disposed of
- to follow all Health and Safety regulations
- to comply with all necessary policies and procedures relating to child protection, equality and diversity, health, safety and security and to report concerns to the appropriate person
- to represent the Trust at all times in a professional, positive and helpful way
- to maintain confidentially to sensitive and private information which the post holder may have access to in compliance with GDPR regulations
- to attend appropriate training courses as required
- to participate in the Appraisal/Personal Development Review process
- to attend meetings as required

### **QUALIFICATIONS/EXPERIENCE**

Please refer to the Person Specification

### **SUPERVISORY RESPONSIBILITY**

None

### **SUPERVISION RECEIVED**

TBC

### **PRINCIPAL CONTACTS**

Staff, external hirers

### **SPECIAL CONDITIONS**

- This post is weekend/evenings during term time and school holidays.
- This post may require physical fitness to meet work requirements which includes lifting and moving of equipment.
- This post is on a casual basis, therefore, there is no obligation for SAND to offer work and no obligation for the postholder to accept work.
- The postholder is required to complete a monthly claim form for the hours worked which must be authorised by their Line Manager. The hourly rate is enhanced to include working time directive and claimed hours are paid one month in arrears. It is the postholders responsibility to ensure that the claim form is submitted within the payroll deadline.

**EQUAL OPPORTUNITIES**

The postholder is required to assist in the implementation of SAND Academies Trust equal opportunity objectives and the school's Equal Opportunities Policy.

This job description sets out the main duties of the post at the date when it was drawn up.

Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Signed: ..... (employee)

Printed: ..... (employee)

Signed: ..... (HR Manager)

Date:.....

**PERSON SPECIFICATION**  
**Casual Play Ranger (Belmont)**

Criteria	Essential	Desirable
Qualifications, skills & experience	<ul style="list-style-type: none"> <li>• confident in supporting and managing groups of children and adults</li> <li>• confident in taking responsibility for opening/locking school and operating fire and security systems (full training given)</li> <li>• willing to undertake basic first aid training</li> <li>• professional, happy and enthusiastic in welcoming visitors to site</li> <li>• able to work weekends, possibly as part of a team rota</li> <li>• able to work flexibly, depending on the number of bookings received</li> <li>• highly reliable, motivated and proactive, able to work on own initiative</li> <li>• friendly and approachable, with excellent verbal communication skills</li> <li>• committed to treating all staff, visitors, customers and contractors with care, consideration and courtesy in accordance with the school's ethos and values</li> <li>• well presented, with high standards of personal appearance</li> </ul>	<ul style="list-style-type: none"> <li>• experience of special school setting</li> <li>• experience of Site/Letting Management</li> <li>• experience of managing and interacting with customers</li> <li>• commitment to the school ethos</li> </ul>

	<ul style="list-style-type: none"> <li>• able to deal with any issues and solve problems calmly and efficiently</li> <li>• able to maintain confidentiality in all circumstances</li> </ul>	
Knowledge & values of the Trust		<ul style="list-style-type: none"> <li>• ability to identify with the Trust's values &amp; principles</li> <li>• a commitment to the wider work of the Trust</li> </ul>
Special conditions	<ul style="list-style-type: none"> <li>• This post is weekend/evenings during term time and school holidays.</li> <li>• This post may require physical fitness to meet work requirements which includes lifting and moving of equipment.</li> <li>• This post is on a casual basis, therefore, there is no obligation for SAND to offer work and no obligation for the postholder to accept work.</li> <li>• The postholder is required to complete a monthly claim form for the hours worked which must be authorised by their Line Manager. The hourly rate is enhanced to include working time directive and claimed hours are paid one month in arrears. It is the postholders responsibility to ensure that the claim form is submitted within the payroll deadline.</li> </ul>	