# KPS – Kendrick Parents' Society
## Class Parent Representative Coordinator
### Job Description & Person Specification

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## Class Parent Representative Coordinator

**Key Responsibilities:**

1. Establish and maintain a list of Parent Class Representatives, especially for the new Year 7 parents through to Year 13.
2. Inform Parent Class Reps about KPS meetings and promote school fundraising events and social events to this group, so they can pass it on to their classes.
3. Encourage Parent Class Reps to attend KPS meetings (dates in School calendar) or take an active part and be involved in decision making and school events. Minutes and Agenda will be sent in advance.
4. Raise any concerns/Issues/suggestions that Parent Class Reps may have at KPS meetings.
5. Be willing to share personal contact details with other Parent Representatives to promote communication throughout the school.
6. Regular attendance at the KPS meetings
7. Take adhoc duties where needed.

**Person Specification:**

- Understanding and supportive of the ethos of the Kendrick School.
- Take full accountability of their responsibilities
- Regularly update and communicate to KPS Core committee
- Enthusiastic and well organised
- Bring unique and creative ideas on board
- Proactive approach
- Flexibility
- Team player

The post holder must read the **Health & Safety** Policy and **Safeguarding Policy of the school** before coming into contact with students and or organising events. These can be found on the school website. If anyone has a safeguarding concern about a student, they must report it to the **Designated Safeguarding Officers, Ms Kattirtzi or Mr Simmonds.** Post–holders must also be aware of the use of personal information according to the **GDPR regulations.**

_**The list of responsibilities outlined above is not intended to be exhaustive and the post-holder may be required to undertake other, reasonable tasks when necessary.**_

**I have read and understood my responsibilities**

**Signed** ………………………………..

**Dated** ………………………………

21/09/2019