



# KPS – Kendrick Parents' Society

## Class Parent Representative

### Job Description & Person Specification

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## Class Parent Representative

### Key Responsibilities:

1. Maintain a list of Parent KPS members, especially for the new Year 7 parents through to Year 13.
2. Encourage class parents to join KPS.
3. Communicate information passed on to them and engage parents to take part in KPS events.
4. Inform Class Parents about KPS meetings and promote school fundraising events and social events.
5. Encourage other parents of their year group to attend KPS meetings (dates in School calendar) or take an active part and be involved in school events.
6. Regular attendance at the KPS meetings
7. Raise any concerns/Issues/suggestions they or anyone in their year group may have to the Class Parent Rep Coordinator.

### 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** .....