



KPS – Kendrick Parents’ Society

Event Lead

Job Description & Person Specification

KPS Event Lead

This is a great all-round role and the post holder should be able to manage it as a project

Key Responsibilities:

1. End to end management of KPS event
2. Take full ownership, accountability and responsibility of the event popularity
3. Identifying appropriate related tasks and resources
4. Work with all the other key KPS committee members to maximise participation
5. Develop and manage strategy to raise maximum funds
6. Liaise and update KPS chair on all developments with regards to marketing, sponsorship, participation, funds request and any relevant items

Person Specification:

- Understanding and supportive of the ethos of the Kendrick School.
- Networking & building good relationships
- An enthusiastic team player with good interpersonal skills
- A friendly, professional and ‘can do’ approach.
- Confident public speaker
- Proactive approach
- Flexibility

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