



KPS – Kendrick Parents’ Society

Membership Secretary

Job Description & Person Specification

Membership Secretary

Key Responsibilities:

1. Maintenance of the KPS membership form – both hard copy and online version.
2. Ensure KPS membership forms is up to date with latest information and suggest changes where and when needed.
3. Be point of contact for all membership queries
4. Promote KPS memberships to every parent of the school
5. Initiate strategies to increase KPS membership uptakes
6. Provide the school admissions team with the correct and most recently updated membership form when asked for during May/June.
7. Be available at New Year 7 and Year 12 parent contact days (3-4 occasions)
8. Update and distribute spreadsheet list of all KPS members and their contact email addresses to Core KPS Committee every month(last Friday of the month!). During the admissions time, the frequency is weekly basis.This will help in finding ways of marketing if membership uptake is low.

Person Specification:

- Understanding and supportive of the ethos of the Kendrick School.
- Proactive approach
- Flexibility
- Team player
- Enthusiastic
- Well Organised
- Prepared to make regular time commitment

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