



KPS – Kendrick Parents’ Society

Second Hand Uniform Coordinator

Job Description & Person Specification

KPS Second Hand Uniform Coordinator

The role of KPS Promotions & Donations officer is to well to help with the fundraising through recycling second hand uniforms of Kendrick students.

Key Responsibilities:

1. Identify the ways in which second hand or any unused uniforms can be collected from the existing parents or those who are leaving Kendrick School.
2. Sorting, Washing and sprucing up the uniforms so that they can be used for sale.
3. Collaborate with the lost property team within school to mutually benefit.
4. Promote recycling of second hand uniform through various channels.
5. Establish dates of collections and sale.
6. Ensure these dates are clearly marked on the KPS event and School calendars.
7. Identify ways of fundraising through recycling of second hand uniforms.
8. Identify the possibility of having a KPS 2nd hand shop on school site

Person Specification:

- Understanding and supportive of the ethos of the Kendrick School.
- An enthusiastic team player with good interpersonal skills
- A friendly and ‘can do’ approach.
- Prepared to donate a couple of hours once a half term
- Flexibility

This role is perfect for someone looking for a step up particularly within fundraising, this role will suit an ambitious and approachable person.

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