



# KPS – Kendrick Parents' Society

## Secretary

### Job Description & Person Specification

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## KPS Secretary

### Key Responsibilities:

1. Invite KPS members to meetings with sufficient advanced warning.
2. Discuss agenda of future KPS meetings with the Chair. Prepare and distribute agenda to KPS members in advance of the meetings.
3. Record discussions conducted, and decisions made during KPS meetings.
4. Write up the minutes of the KPS meetings and distribute to KPS members.
5. Maintain a distribution list of KPS members.
6. Prepare KPS correspondence and be the contact for receipt of any queries regarding the same. Typical comms like
  - Drafting letters asking for donations
  - Thank you letters.
  - Arranging volunteers for every KPS events
  - Sending periodical emails to KPS members reminding them of upcoming events, like
    - school uniform collection/sale days,
    - KPS meetings & events,
    - school events where KPS is helping
  - Collate KPS membership forms to hand over to the Membership secretary
  - Maintain the online version of the KPS membership forms
7. In conjunction with the KPS Chair, meet the girls, who are KPS reps for their class, on a regular basis.
8. Be a KPS trustee for the purpose of satisfying the Charity Commission's needs.
9. Be the point of contact for the PTA UK subscription.
10. Be a signatory for the KPS bank account.
11. Be an admin for the KPS group on Facebook. Inform the group of upcoming events & other relevant information via this channel.
12. Prepare information for distribution via other social media channels. E.g. advertising upcoming KPS events & giving parents information about funding provided to school.
13. Maintain a Film bank account for paying license fees incurred when running film nights.
14. Apply for TEN (Temporary Event Notices) for KPS events.
15. Update/contribute to Trello.

### Person Specification:

- Understanding and supportive of the ethos of The Kendrick School
- Good communication skills - written, in person and on the phone
- Prepared to make a regular time commitment
- Ability to maintain good relations within the School community
- Able to keep order during meetings
- A friendly, professional and 'can do' approach
- Well organised and having a flexible and proactive approach
- An enthusiastic team player with good interpersonal skills

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**



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**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 .....