



KPS – Kendrick Parents' Society

Chairperson

Job Description & Person Specification

KPS Chair

The role of Chair works well to help with **decision making and sharing the tasks**.

1. **Provide leadership and responsibility for the KPS Committee management, the affairs of the association and be the main contact for all KPS members and the staff at Kendrick School.** This will include:
 - a. Liaising closely with the school and any other relevant or associated organisations.
 - b. Working closely with and overseeing the work of the KPS elected Officers (Treasurer, Secretary, Membership Secretary & Class Rep Coordinator), committee and sub-committees and guide all decisions.
2. Chair KPS Committee Meetings & AGM, including:
 - a. Discuss and agree dates for the KPS meetings and social and fundraising events with the committee and school and confirm at a KPS meeting (done at end of summer term / early September for the whole of the year to go on the school calendar).
 - b. Set the agenda for the KPS meetings, liaising with the KPS Secretary, in advance. Approve the minutes before they are circulated.
 - c. Welcome and involve new members, ensure the agenda is followed, all business is covered and call the meeting to order as necessary.
 - d. Prepare and present an Annual Report for the Annual General Meeting, held in October.
 - e. Discuss with staff and students at Kendrick School their wish list for fund raising and share with the committee.
 - f. Liaise with the Treasurer, event organisers, committee and school to ensure funds are spent in the best interest of Kendrick School and that accounts are kept up to date for discussion at meetings.
3. Attend additional meetings as required, including:
 - a. Once a term, with Head Teacher, and other staff including senior management team as necessary, to discuss the work of the KPS, wish list and related matters.
 - b. Once a term, with student KPS representatives to discuss wish lists and plans, this will be with a member of staff and sometimes the KPS Secretary.
4. Oversee the calendar of KPS events, including:
 - a. Agreeing dates and times (see 2a above).
 - b. Identify an Event Lead Co-ordinator (from previous volunteers) for each event and be the contact for them, answering queries, and assist with liaising with school, asking for volunteers, advertising the event (with communications and posters displayed at school), be the contact for ticket sales etc as necessary. Keep informed of the progress in the arrangements and ensure everything is in place.
 - c. Work with school to ensure a member with DBS clearance is there to supervise KPS activities during school hours.
 - d. Ensure a database of relevant documents of all the KPS initiatives is maintained as this makes all events much easier to organise.
 - e. Give a short talk at new parents' evenings to advertise the work of the KPS and the benefits of membership.
5. Ensure committee administration is completed, including:
 - a. Undertake the duties of Trustee for the registered charity Kendrick Parents' Society.
 - b. Be familiar with the official documents of the KPS, such as the constitution, role descriptions for KPS Officers, GDPR requirements and privacy policy. Work with the committee to ensure these and any other statutory documents are created, submitted



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and/or updated as required. Externally required documentation will include Parentkind membership which covers Public Liability insurance (Secretary & Treasurer), accounts to Charities Commission (Treasurer), Lottery Licence to be renewed annually with the Local Council to enable Spring Raffle to take place, TEN licence from Local Council for specific events, licences for Film Night etc.

- c. Act as a counter-signatory on KPS cheques with the Treasurer.
6. Ensure communication with KPS members and the wider community happens in an appropriate and timely manner. This will include:
 - a. Sending text for the Weekly Update to Headteacher’s PA every week by Friday morning.
 - b. Providing content for the school website and KPS Facebook page.
 - c. Working with the event leads on advertising.
7. Assist with stock control and maintenance of the KPS cupboard.
8. Periodically review and update the job description and specifications of the committee roles.

Person Specification:

- Understanding and supportive of the ethos of the Kendrick School
- Good communication skills - written, in person and on the phone.
- Confident at public speaking and keeping order during meetings.
- Ability to maintain good relations within the School community
- Networking & building good relationships
- Ability to handle sensitive or confidential information
- Ability to make decisions
- An enthusiastic team player with good interpersonal skills
- A friendly, professional and ‘can do’ approach
- Prepared to make a regular time commitment
- Flexible and proactive approach
- Willing to work autonomously, organising one’s own time and resources efficiently
- Well organised

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