



KPS – Kendrick Parents' Society

Class Parent Representative Coordinator

Job Description & Person Specification

Class Parent Representative Coordinator

Key Responsibilities:

1. Establish and maintain an up-to-date list of Parent Class Representatives from Year 7 through to Year 13.
2. Inform Parent Class Reps about KPS meetings and promote school fundraising and social events for wider distribution within their year groups.
3. Encourage Parent Class Reps to attend KPS meetings (dates published in the school calendar) and to take an active role in discussions, decision-making, and school events. Minutes and agendas will be provided in advance.
4. Raise any concerns, issues, or suggestions shared by Parent Class Reps at KPS meetings in a respectful and constructive manner.
5. Be willing to share personal contact details with Parent Class Reps and KPS Core Committee members to support communication.
6. Maintain regular and timely communication between Parent Class Reps and the KPS Core Committee, providing occasional feedback or updates as needed.
7. Foster a supportive, inclusive and connected parent community across year groups.
8. Assist in identifying or welcoming new Parent Class Representatives, particularly at the start of the school year or when a vacancy arises.
9. Handle shared information sensitively and in line with basic data protection and confidentiality expectations.
10. Attend KPS meetings regularly.
11. Take on ad hoc duties as needed to support KPS activities and events.

Person Specification:

- Understanding and supportive of the ethos of Kendrick School and the aims of KPS.
- Friendly, approachable, and able to build positive relationships with parents and committee members.
- Enthusiastic, reliable, and well organised.
- Able to communicate clearly and share information in a timely and respectful manner.
- Proactive and willing to contribute creative ideas.
- Flexible and willing to assist when needed.
- A team player who values collaboration and community spirit.
- Comfortable taking accountability for agreed responsibilities.
- Willing to provide regular updates to the KPS Core Committee.

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 as directed by the KPS Chair.



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I confirm that I have read and understood the responsibilities of the Class Parent Representative Coordinator role and would like to apply for this position.

Signed

Dated

Please return your signed application (or send an email confirming your interest and agreement) to:
kpschair@kendrick.reading.sch.uk