



KPS – Kendrick Parents' Society

Deputy Chair

Job Description & Person Specification

KPS Deputy Chair

The Deputy Chair supports the KPS Chair in leading and managing the committee, ensuring smooth coordination of meetings, events, and communications. The Deputy Chair acts as the Chair's deputy when the Chair is unavailable and provides leadership and guidance to the team, promoting collaboration and continuity across all KPS activities.

Key Responsibilities:

1. Support Leadership and Governance
 - a) Assist the Chair in overseeing the management and operations of the KPS Committee and sub-committees.
 - b) Deputise for the Chair at meetings or events when required, ensuring decisions and actions continue seamlessly.
 - c) Help ensure all KPS activities align with the objectives of the Society and the ethos of Kendrick School.
2. Meetings and Communication
 - a) Attend all KPS Committee Meetings and the AGM.
 - b) Support the Chair in preparing meeting agendas, collating the deck and reviewing minutes with the Secretary.
 - c) Chair meetings in the absence of the Chair, ensuring effective discussion, inclusion, and decision-making.
 - d) Help coordinate communication between the committee, school, and wider parent community.
3. Event Coordination and Oversight
 - a) Work with the Chair to oversee the KPS events calendar and ensure all events have clear leads and sufficient volunteer support.
 - b) Support Event Leads as needed with planning, logistics, volunteer coordination, and communication.
 - c) Ensure necessary licences and permissions (e.g., TEN, raffle, or film licences) are in place for relevant events.
4. Relationship Building
 - a) Build and maintain positive relationships with the Headteacher, staff, students, and parents.
 - b) Represent KPS at school functions or meetings when the Chair is unavailable.
 - c) Encourage new volunteers and support their integration into KPS activities.
5. Operational and Administrative Support
 - a) Assist with record-keeping and ensure documentation for KPS initiatives is properly maintained.
 - b) Support the Chair and Treasurer in ensuring transparency and accountability of KPS finances and activities.
 - c) Review and suggest updates to KPS policies, role descriptions, and processes as required.
6. Communication and Publicity
 - a) Contribute to weekly updates, website content, and social media posts to promote KPS activities.
 - b) Support the Chair and Secretary in ensuring timely communication with the school and wider community.
 - c) Represent KPS positively in all communications, maintaining professionalism and approachability.
7. Assist with stock control and maintenance of KPS cupboard.



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Person Specification:

- Understanding and supportive of Kendrick School's ethos.
- Strong interpersonal and communication skills.
- Confident, diplomatic, and approachable.
- Capable of chairing meetings effectively when required.
- Well-organised, reliable, and able to work both collaboratively and independently.
- Good problem-solving and decision-making skills.
- A proactive team player with enthusiasm and commitment to KPS aims.
- Willingness to make a regular time commitment and attend key school and KPS events.

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 confirm that I have read and understood the responsibilities of the Deputy Chair 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