



KPS – Kendrick Parents' Society

Membership Secretary

Job Description & Person Specification

Membership Secretary

To manage and maintain KPS membership records, ensure membership information is up to date, actively promote membership to parents, and GDPR-compliant handling of membership information to support fundraising and community engagement.

Key Responsibilities:

1. Maintain both the hard copy and online versions of the KPS membership form.
2. Ensure the form remains accurate and reflects the latest information; suggest updates when required.
3. Provide the school admissions team with the correct and most current form each May/June.
4. Act as the primary point of contact for all membership-related queries.
5. Maintain an accurate spreadsheet/database of KPS members and their contact email addresses.
6. Update and distribute the membership list to the Core KPS Committee on the last Friday of each month, and weekly during the admissions period.
7. Handle membership information in line with GDPR expectations and KPS privacy guidelines.
8. Promote KPS membership to all parents across all year groups.
9. Develop and suggest strategies to increase membership uptake, particularly during lower-engagement periods.
10. Attend and support membership sign-up at New Year 7 and Year 12 parent induction/contact events (typically 3–4 occasions per year).
11. Provide regular updates to the KPS Core Committee regarding membership statistics and trends.
12. Update and distribute spreadsheet with list of all KPS members and their contact email addresses to Core KPS Committee every month (last Friday of the month!). During the admissions time, the frequency is weekly basis. This will help in finding ways of marketing if membership uptake is low
13. Work collaboratively with the Communications Secretary and Events team to support promotional drives and wider KPS engagement initiatives.

Person Specification:

- Supportive of Kendrick School's ethos and the purpose of KPS
- Enthusiastic, approachable, and comfortable interacting with parents
- Organised, detail-oriented, and consistent in maintaining records
- Proactive in identifying and suggesting ways to boost membership
- Flexible and able to support key membership drive periods
- A team player who communicates clearly and reliably
- Willing to commit time regularly, especially around key school admissions periods
- Aware of data protection responsibilities (or open to learning about GDPR requirements)



KPS – Kendrick Parents’ Society

Membership Secretary

Job Description & Person Specification

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 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