



KPS – Kendrick Parents' Society

Secretary

Job Description & Person Specification

KPS Secretary

To provide administrative support for the KPS Committee by coordinating meetings, maintaining records, managing official correspondence, ensuring timely communication, and supporting the smooth running of KPS activities in line with charity and school requirements.

Key Responsibilities:

1. Arrange KPS meetings (including AGM), issuing invitations with sufficient notice.
2. Liaise with the Chair to prepare and finalise meeting agendas.
3. Record accurate minutes of all meetings, circulate them to members, and store approved copies securely.
4. Maintain an updated distribution/contact list of KPS committee members and volunteers.
5. Draft and issue formal KPS correspondence (e.g. donation requests, thank-you notes, volunteer callouts).
6. Coordinate email communications to KPS members and wider parent community as required.
7. Support communication around events such as uniform sales, fundraising activities, and school support days.
8. Liaise with Membership Secretary regarding membership forms and ensure digital records are maintained up to date.
9. Act as one of the admins or support admin roles across KPS communication platforms (e.g. Facebook, WhatsApp, email groups, or other approved platforms).
10. Share or assist in sharing updates about upcoming events, meetings, and fundraising outcomes.
11. Serve as a KPS Trustee in compliance with Charity Commission requirements.
12. Be a signatory for the KPS bank account.
13. Support compliance with relevant policies (constitution, GDPR, safeguarding, charity legislation, Parentkind/PTA affiliation requirements).
14. Assist with licensing applications as needed (e.g. Temporary Event Notices for events).
15. Support the Chair and Events Lead by assisting with communication to volunteers for event roles.
16. Help collate and share information required for event planning or volunteer sign-up.
17. Participate in KPS events where possible to help support coordination or administration.
18. Maintain digital filing systems (e.g. Google Drive, Trello, or equivalent).
19. Contribute to effective documentation and continuity of KPS knowledge and records.
20. Work with other committee members to ensure consistent and timely communication with parents and the wider school community.

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



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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.

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