**JOB DESCRIPTION**

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| **QUAKER STEWARD** |

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| 1. **KEY RESPONSIBILITIES:**  * **Assist the teacher leading Meeting with, for example, setting up the hall, lighting the candle** * **Lead a Meeting once a term with the other Quaker Stewards** * **Promote Quaker Schools Week – identify and/or lead activities** * **Assist with Meetings for Families and joint Meeting with Senior School** * **Remind other year groups to provide a Thought for the Week** |

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| 1. **SKILLS REQUIRED** |

The following skills are required for this position:

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| **Communication** | Good verbal communication skills, including an ability to communicate effectively with young children will be needed to lead Meetings and help with organizing charity events. An awareness of other people’s feelings and attitudes will also be helpful. |
| **Team work** | This will be a shared Stewardship and you will need to divide the responsibilities between you. You may wish to call on the expertise of senior pupils at Bootham to help with activities. |
| **Leadership** | During Meetings, whether you are leading or assisting, younger pupils will look to you for guidance in how to behave and respond. This is a significant responsibility.  During Quaker Week you may be asked to suggest or lead activities. |
| **Planning and organising** | Planning your Quaker Meeting will take time and organisation as well as an interest in the Quaker Testimonies.  You will need to remember to set the hall up on Mondays.  Planning school and Y6 charity events will need time and commitment. |

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| 1. **PERSON SUMMARY** |

You do not need to be a Quaker or to know all about Quakerism, but you should understand the main testimonies and be interested in sharing this with other people.

You will have creative and thoughtful ideas about how we can become more Quakerly as a school.

You should be very well organised, an excellent communicator and able to work to deadlines.

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| 1. **ORGANISATIONAL RELATIONSHIPS** |

Reports to: Nicki French and Louise Leaf

To apply for this role send a letter of application, detailing why you would be suitable and what you would hope to achieve in the position to:

Email: [katy.cave@boothamschool.com](mailto:katy.cave@boothamschool.com)

Closing date for applications is 8am Monday 21st September.

Interviews will take place in the week commencing 21st September