**JOB DESCRIPTION**

|  |
| --- |
| **COMMUNITY STEWARD** |

|  |
| --- |
| 1. **KEY RESPONSIBILITIES:**  * **Build good relationships with the children across the school and help with class events (once possible)** * **Check lost property each week and arrange its return** * **Lead the debate to decide which charities should be our school focus this year** * **Help to plan and run charity events** |

|  |
| --- |
| 1. **SKILLS REQUIRED** |

The following skills are required for this position:

|  |  |
| --- | --- |
| **Communication** | You will be an excellent verbal and written communicator, able to explain clearly to both adults and children.  You will need to write occasional pieces for the newsletter or create posters publicising events    You will also need to promote events during assembly. |
| **Team work** | Running an event requires a team of people. You will need to understand your own and others’ strengths and work together to get the job done. |
| **Leadership** | You will need to gain the respect of other pupils. You will be able to draw together lots of different opinions and make sure a decision is made that is fair to everyone. |
| **Planning and organising** | You will need to plan ahead for whole school events and offer your help beforehand. You will need to delegate tasks to other people and give them information in good time. |

|  |
| --- |
| 1. **PERSON SUMMARY** |

You will enjoy organising and running events. You will know what sortof activities children enjoy and you will have an awareness of local, national and international charities. You will be aware of what happens in the news and be able to suggest how school could help.

You will be able to remain calm when people question you and you will act in an unbiased, fair way to resolve problems. You will be happy to give up your own time to organise events.

|  |
| --- |
| 1. **ORGANISATIONAL RELATIONSHIPS** |

Reports to: Anna Harrison, Jackie Love

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