Twin Sails Infant School & Nursery
Hamworthy Park Junior School

Job Title:	**Volunteer – Events Based**
School:	**Twin Sails Infant School & Nursery and Hamworthy Park Junior School**
Responsible to:	**Class Teacher / Year Leader**

'All about the Child'

At HET, we aim to put the child at the centre of everything we do. We believe that by doing this, it drives our ethos and values to do the best we can for our children.

Every Child, Every Day, Every Possibility.

Main Role Purpose – as directed by the class teacher:

1) To help the Federation to prepare and/or run a special event by carrying out administrative tasks

Main Responsibilities and Duties - under the direction of the leaders / office team

1) by wrapping prizes, gifts, stickering tombolas, folding raffle tickets,
2) by sorting donations, resources, tidying, and organising equipment/ stalls.
3) supporting a group of children to set up an area for a stall or activity.
4) preparing areas for the event such as tables/ chairs/ stalls/ displays/ bunting/ refreshment / labelling
5) preparing refreshments stalls for children in events such as disco
6) support office team with fund raising, marketing, distributions, liaison, posters,
7) running a stall, supporting children manage with in the expectations, take money for activity
   washing up and/ or tidying away resources and equipment post event
8) Follow school procedures for keeping children safe

Knowledge and Skills

1) Awareness of school policies – Safeguarding and Child Protection, Health & Safety and Positive Behaviour
2) Good organisational, interpersonal and communication skills, with an ability to be self-organised, flexible and patient
3) Ability to use simple equipment – photocopier, laminator, paper cutter, low steps.

Creativity and Innovation

1) The ability to communicate effectively with other volunteers, whilst following instructions but also taking initiative where needed
2) Communicate effectively with children from different age ranges and staff in different roles.
3) Some tasks may require the volunteer to manage their own time and resources.

Contacts and Relationships

1) Professional, respectful and supportive to all pupils of all ages, staff in different roles and visitors to the school.
2) Respecting confidential issues linked to home, other pupils, teachers, work or school, keeping confidences as appropriate, and acting on these matters as directed by the teacher.
3) Working with children, volunteers may be told sensitive information, which should remain confidential, and only shared with the class teacher and where necessary the DSL – in line with Policy

Resources

1) Specific to events: Summer Fair, Easter Hunt, disco, Leavers events
2) Learning, display and play equipment - guillotine, laminator, PE equipment, moving table, chairs, mats
3) Music systems, speakers, lighting

Decisions

1) Ensuring children are safe and behaving in an appropriate manner may require the volunteer to intervene, remind and/or encourage the children to improve their behaviour & follow new instructions where necessary.
2) Every adult is responsible for safety of children and adults – making the right decision and seeking advice where needed to ensure safeguarding is prioritised.

Prepared by: Executive Headteacher
Date: January 2025

PERSON SPECIFICATION

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ATTRIBUTES	CRITERIA	METHOD OF ASSESSMENT
Experience	No experience required	n/a
Qualifications & Training	Previous qualifications and training would be preferred but is not essential	Application form Certificates Interview
Aptitudes & Abilities	Good organisational skills Good people skills with adults and pupils Ability to handle confidential information with discretion Respectful, professional conduct	Application form Interview References
Knowledge	An awareness of Safeguarding & Child Protection Policy, Health & Safety Policy and Positive Behaviour Policy, though full training will be given	Application form Interview References
Attitude / Motivation	Self-motivated and well organised, Team player Positive and enabling	Application form Interview References
Other Factors		