



# The Lanes Primary School

## JOB DESCRIPTION - School Ambassador

**Job title: School Ambassador**

**Job purpose: To represent the school in various ways and to work closely with Mr Wilkes on school improvement and enrichment.**

**Date of issue: September 2025**

### **General information:**

There will be four Ambassadors selected from each Year 6 class in the school. The process will take place in September of each year and children will go through an interview process to be selected. The Ambassadors will then attend regular meetings with the Head teacher and other members of staff to support with school improvement, discuss school issues, choose and raise money for the nominated charity and develop their role in representing the school.

The role consists of:

- Representing the school and helping out at school events.
- Helping at Star Assembly, reading out/presenting certificates.
- Showing new parents round school and conducting tours for visitors.
- Choosing the focus charity for the year and organising fundraising events. Make connections with the charity and support in any appropriate way.
- Helping in classes – lunchtime/reading/maths support.
- Supporting the leadership team with monitoring activities. For example, learning walks, pupil interviews.
- Feeding back to staff about current issues, ideas or findings from monitoring activities.

To be an Ambassador you need to be:

- Passionate about the school.
- Have a clear understanding of the school values and demonstrate these all the time.
- Diligent and hardworking.
- A great role model **ALL** of the time.
- A confident speaker and confident in new situations.
- A decision maker.
- A good listener and a strong team player.
- Able to agree and disagree with people in a respectful way.
- Reliable, sensible and thoughtful.

### **Application Process**

The Job description will be given to Year 6 pupils in the first week of term. The children will need to write a short letter to the Head teacher setting out why they want to be an Ambassador and what qualities they can bring to the role.

The children will then be invited for an interview with the Head teacher when the Ambassadors will be selected.