

## **ALL SAINTS CE JUNIOR SCHOOL VOLUNTEER**

### **JOB DESCRIPTION**

**Position:** Volunteer

**Supervisor:** Headteacher (who may delegate supervision to an appropriate colleague)

**General Job Description:** Various voluntary duties at school sites on an as needed basis.

**Essential Duties and Responsibilities:**

1. Maintain pupil safety as paramount, ensuring that all measures with regard to general Health & Safety, Safeguarding and the Prevent Strategy are compliant with guidance followed at all times;
2. Ensure that a positive attitude is maintained at all times with both pupils and adults across the whole school community, ensuring that the school environment is conducive to student learning;
3. Undertake all training as prescribed by the school; 4. Adhere to the inclusive and nurturing ethos of the school.

**Possible Duties and Responsibilities:**

5. Assist teachers as classroom helpers with preparation of classroom materials, support of individual students/groups, cleaning classrooms, facilitating celebrations, reading to and with individual students and groups of students, creating and putting up bulletin boards, facilitation of classroom projects, applying appropriate conflict management skills with students;
6. Work in the library checking books, re-shelving, taking inventory, assisting students in book location, organizing and rearranging books and other items;
7. Assist with grounds beautification projects including yard work, planting, weeding, and designing;
8. Provide front office assistance by answering phones, filing (non-confidential), classroom deliveries and answering questions;
9. Assist in ensuring student safety on field trips in the role of chaperones for both school day and overnight trips;
10. Assist with school and family events as fundraisers, preparation, decoration, and clean-up;
11. Coaching;
12. Work with school leaders/Governors/PTA in a number of roles including but not limited to fundraising, secretary / bookkeeping, leadership, committee work and achieving school goals;
13. Assist with special projects including but not limited to picture days, book fairs, cake sales and plant sales;
14. Assist with athletic, fine arts, and other school events as concession personnel, announcers, score keepers, timers and ticket sales;
15. Assist during standardized testing as a monitors/invigator;
16. Assist in lunchroom and/or kitchen;
17. Serve as a guest speaker in classroom and/or for the entire school;
18. Assist administration in specialized areas of expertise;
19. Serve as a member of a booster organization in a variety of capacities including but not limited to fundraising, chaperoning, event planning and facilitation, student awards, collection of monies, concessions, etc.;
20. Performs other voluntary jobs as identified by the school.

## **ALL SAINTS CE JUNIOR SCHOOL** **VOLUNTEER JOB DESCRIPTION**

### **Qualifications:**

A school volunteer is an unpaid, voluntary position which does not require specific qualifications unless the voluntary work is in the classroom, supporting children with their learning. **In the case of being a classroom volunteer we ask that the volunteer is qualified to at least GCSE - or equivalent - in English and Mathematics.** It does not confer rights of employment or rights to any benefits afforded to employees. Volunteers are called on an as needed basis for assistance to the school.

### **Physical Requirements:**

Sitting, standing, lifting and carrying, reaching, squatting, climbing stairs, and kneeling. Listen to and observe students. Moving of texts, furniture, desks and equipment.

### **Safety and Health:**

Knowledge of Health & Safety standards in a school, including universal hygiene precautions.

### **Equipment/Material Handled:**

Educational supplies and materials, including; pen, markers, paper, books, whiteboard, desks, chairs, computers and audio-visual equipment. Must know how to properly operate or be willing to learn to operate IT/multimedia equipment including computers, cameras, smart devices, laminators, book binders, paper cutters, etc.

### **Work Environment:**

Must be able to work within various degrees of noise, temperature, and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Must be able to navigate work environments with uneven surfaces. Flexibility and patience are required. After-hours work may be requested. Must be able to work under stressful conditions.

### **Terms of Employment:**

Work hours are established by the supervisor in consultation with the volunteer's availability. Duties performed are voluntary with no expectation of compensation.

