



## Volunteer Role Description and Person Specification

<b>Job Title:</b>	School Volunteer
<b>School:</b>	St Edmund's Catholic Primary
<b>Reports To:</b>	Headteacher

<b>Purpose of the Role</b>
<ul style="list-style-type: none"><li>To undertake various volunteer duties as required by the school.</li></ul>

<b>Responsibilities</b>
<ul style="list-style-type: none"><li>Under the direction of the classteacher, tasks may include the following: <i>Support 1-1 reading</i> <i>Accompany teaching and support staff on school visits, trips and out-of-school activities</i> <i>Change reading books</i> <i>Prepare resources or file children's work</i></li><li>Establish good relationships with staff and children and carry out the volunteer role to a high standard</li><li>To be aware of and comply with policies and procedures relating to safeguarding and child protection and participate in safeguarding training and other relevant training as required</li><li>To report all safeguarding concerns to a member of the DSL team</li><li>To adhere to the school health and safety policy</li><li>To adhere to the school policy on equality and diversity</li><li>To adhere to the school's Code of Conduct</li></ul>

## Person Specification

<b>Requirements</b>
<ul style="list-style-type: none"><li>Ability to relate well to both children and adults</li><li>Ability to work well as part of a team</li><li>Demonstrate a commitment to safeguarding and promoting the welfare of children</li><li>Good literacy and numeracy skills</li><li>Willingness to maintain confidentiality on school matters</li><li>Experience of working with or caring for children</li></ul>