**Volunteer Role Description**

**Your role**

**Community and Fundraising volunteer**

**Location**

Various locations as the activity requires

**Start date**

February 2021

**Key skills**

* The ability to relate well with families and communicate in a positive and encouraging manner
* Enjoy helping and assisting others

**Main duties**

* Help families to build positive and supportive relationships within the school community
* To support school fundraising initiatives
* To support school events with catering or organisation

**Aim of the role**

* To support the school to be an active and participative learning environment for children and a welcoming environment for families
* To make sure:
* Activities are well planned and always discussed and agreed to by Leadership

**What you need before you start**

The usual minimum requirements in the Department for Education volunteer policy and procedure, you must have:

* Volunteer RAN-EC
* DCSI or WWCC clearance
* Inductions – school, DfE
* Name badge

**Supervision and safety**

You need to:

* Sign in and receive your badge from the Office
* Make sure everyone is safe
* Always check in with the Community and Fundraising coordinator

**What we expect from you**

* Treat everyone fairly and with respect
* Be a good role model for the families
* Show enthusiasm and enjoyment – make it fun
* Be reliable
* Ask Leadership if you’re not sure about anything relating to the school

**Reporting and contact details**

Volunteer reports to: Leadership or designated authority

Contact person: Mel Worden, Office Manager

Role review date: February 2022