

Leechpool Primary School
Clerk to LEAF (Leechpool Events and Fundraising)



Casual Contract approx. 15 hours a term. £11.79 per hour
Grade 3 point 3
Working and reporting to LEAF Committee

We require a Clerk to LEAF on a casual contract basis. The main duties will include:-

- Keeping PTA official documents up to date.
- Helping the PTA to work within the Charity Commission rules.
- Exploring opportunities available to PTA's / Charities.
- Arranging, attending and minuting AGM and other LEAF meetings.
- Co-ordination of LEAF events such as Christmas/May Fayres and discos.
- Putting together events paperwork such as posters and e-mails.
- Liaising with external stall who attend events.
- Booking/sourcing items for events.
- Sending out request/thank you letters to companies supplying raffle prizes.
- Putting together check lists for each different event.
- Ensuring that check lists are being worked through and event is on schedule.
- Claiming for gift aid.
- Checking LEAF e-mail.
- Other duties as directed by the LEAF committee and Headteacher

It is expected that some of this work will be at home. A laptop will be provided.

We would like the post holder to attend larger events.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate will be subject to satisfactory reference checks and Disclosure and Barring Service clearance.

Only an application made on the correct form will be considered. This can be downloaded from the school website.

Closing Date for applications - 21 October 2024 – 12 noon
Interviews TBC