



## POST OF CLERK TO LEAF

Casual Contract approx. 15 hours a term. £11.79 per hour  
Grade 3 point 3

Working to LEAF committee and reporting to LEAF Treasurer

### Main Duties

- 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

The post holder will need secretarial experience and be comfortable dealing with people. They will have access to confidential material and will need to follow our safeguarding policy which includes being DBS checked. The post holder is welcome to attend events but these will be unpaid. Payments will be made via Leechpool Primary School.

### Timeline of duties

- **Sep**
  - Update all official paperwork
  - Liaise with Treasurer about raffle ticket ordering
  - Disco checklist – liaise with event organiser
  - Disco poster
  - Check DJ booked all dates
  - Liaise with Treasurer regarding the auditing of accounts
- **Oct DISCO**
  - Get disco list printed off
  - Put Christmas fayre on stall finder and email usual external stalls
  - Christmas check list – liaise with event organiser
  - Send letters out for raffle prizes
  - Check supplies in LEAF loft
  - Donation days letter

- Wrapping/raffle tickets sort out at disco night
- **Nov**
  - Christmas poster/programme
  - Organise wrapping days
  - Make sure raffle tickets are sent out by office
  - Santa's grotto paperwork
  - Sent out posters and reminders to parents
  - Liaise with event organiser regarding stall helpers
- **Dec CHRISTMAS FAYRE** [can be end Nov]
  - Tidy after fayre [pack away paperwork into Christmas folder, signs etc]
  - Thank you letters
  - Gift aid
- **Jan**
  - Check list for May Fayre
  - Arrange Annual General Meeting
  - Check list for Disco / poster / get lists printed – liaise with event organiser
- **Feb DISCO**
  - Put May fayre on stall finder and email usual external stalls
  - Send letters out for raffle prizes [keep some for Music gala?]
  - Book bouncy castle, fairground
  - Liaise with Treasurer about raffle ticket ordering
- **Mar**
  - Check supplies in LEAF loft
- **Apr**
  - Posters / Donation day letters
  - Organise advertising boards
- **May MAY FAYRE**
  - Liaise with event organiser
  - Leechfest check list – liaise with event organiser
  - Tidy after fayre [pack away paperwork into May folder, signs etc]
  - Thank you letters
  - Disco check list – liaise with event organiser
  - Gift aid
- **Jun DISCO**
  - Disco / poster / get lists printed
  - Check supplies in LEAF loft
  - Get raffle prizes if need more
  - Poster etc for Leechfest
  - Organise and attend AGM. Type up minutes
- **July MUSIC GALA**
  - Assist team as required
  - Tidy after gala [pack away paperwork into gala folder, signs etc]
  - Gift aid