

# GLENELG PRIMARY SCHOOL

Diagonal Road Glenelg East SA 5045

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E: [dl.1017.info@schools.sa.edu.au](mailto:dl.1017.info@schools.sa.edu.au)

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## Volunteer role description

Your role

### P&F volunteer

Location

In various locations as the activity requires

Start date

May 2019

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 be 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 clearance
- Inductions – school, DfE

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## Supervision and safety

You need to:

- sign in and receive your badge from the front office
- always check in with the P&F Chairperson
- make sure everyone is safe.

## 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: P&F Chairperson (or their nominee)

Contact person: Trea

Role review date: 12/ 4 /2020