



Nearly New Shop Volunteer Job Description

Person Specification

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- Enthusiastic
- Reliable and committed
- Organised
- Polite
- Team player
- Displays commitment to the protection and safeguarding of children and young people

General Responsibilities

To provide support to the Art and Design department by:

- On a rota basis open the School shop on Friday afternoons for up to 90 minutes (not necessarily weekly).
- Meet parents at the Swinford Court entrance and escort them both to and from the Shop to comply with safeguarding regulations
- Organise the stock within the shop, this maybe before opening or during the week.
- Keep the shop looking presentable and clean.
- To be available on certain School events to promote the shop.
- Inform parents and matrons of the dates the shop is open when requested
- To complete all necessary training
- Ensure compliance with the safeguarding of children procedures and policies

Suitability to Work with Children

Old Swinford Hospital is committed to safeguarding and promoting the welfare of children and applicants are required to undertake an enhanced Disclosure and Barring Service.