



Junior Business Leader - Role and Responsibilities

When most people think of schools they imagine children in classrooms with teachers engaged in a variety of learning experiences. Whilst this is the main purpose of schools, in order for this to happen there are lots of systems and procedures that are in place that most members of our school community are not aware of.

Our Administrative, Site and School Business Teams work together to efficiently manage a whole range of tasks that keep the school running smoothly. This includes collecting information about new families joining the school, making sure there are enough staff, with the right skills, to help the children learn, collecting money for school dinners and trips, checking the school environment is safe e.g. from trip hazards, dealing with accidents or children who are unwell, ordering new/replacement resources, answering the telephone and responding to emails, making sure children are registered correctly and that any late lunch boxes or PE kits are passed on to children. The list is endless!

This is an exciting opportunity **for children in Year 4, Year 5 or Year 6**. It will require commitment and hard work, but if successful they will have the opportunity to ensure that our school operates efficiently so that we can all focus on ensuring all children have a high quality educational experience.

Junior Business Leaders will be expected to:

- Be role models for our school values
- Give up at least one playtime and one lunchtime each week to work with the Admin Team to carry out day to day tasks such as:
 - delivering post, lunch boxes and PE kits
 - taking messages
 - sorting and delivering lost property
 - organising pre-loved school uniform and water bottles and delivering orders to classrooms
 - sorting and organising deliveries and stock
 - filing (non-confidential papers)
 - Setting up for school events e.g. open mornings, parent workshops etc.
 - welcoming visitors
- Get involved in specific projects such as Team Photo Day, working alongside other teams and individuals in the school community, especially the Friends of Hillcross.

The children will be directed the Office Manager and they will be supervised as appropriate – some tasks will require an adult to be involved, whilst others can be carried out independently. All tasks will be clearly explained.

Junior Business Leaders are encouraged to share any ideas about how the school can change or improve in relation to admin, site or school business with the Office Manager who will work collaboratively with them to put proposals forward.

School Business Leaders should be:

- Reliable

- Responsible
- Hardworking
- Proactive
- Focussed on detail
- Good at remembering and following instructions
- Honest
- Organised

Commitment

- Junior Business Leaders will give up at least one playtime and one lunchtime each week to work with the Admin Team.
- It is important that should you become a Junior Business Leader that you are committed to this role for the whole school year. At the end of the year, JBLs can decide if they would like to continue or step down.