

Job Descriptions of Senior and Executive Prefect Roles

Executive Prefects

- Speeches at Open Evening, Art & Technology Exhibition, Awards Evening and Certificate Evening to a packed hall.
- Attending most of the evening and weekend events at school – organizing a team of front of house prefects and car parkers.
- Organizing Senior Prefects rotas including after school events and ensuring consistency and fair distribution of events.
- Representing the school, meeting and greeting guests, taking part in press releases.
- Attending School Council meetings termly
- Monitoring the lunch queue on a rota basis 2 or 3 times a week.
- Late Book duty on a rota basis 2 or 3 times a week
- Monitoring the performance of the senior prefect team and tackling issues that arise.
- Any other tasks required by staff - selling poppies, collecting money on non-uniform days for example.
- Organise, minute and distribute minutes of monthly Senior Prefect team meetings.

Senior Prefects

- Checking Prefects are on duty and performing their role effectively. Following up prefects who are not attending/performing.
- Liaising with the Senior Leadership leader daily.
- Organizing and checking Prefects are performing their roles to a high standard.
- Carrying out Prefect duties when and if needed.
- Attending evening and weekend events at school – Parents evenings, Information evenings, Summer Fair, Christmas Fair etc.
- Any other tasks required by staff - selling Poppies, collecting money on non-uniform days for example.
- Representing the school, meeting guests, taking part in press releases.

Person Specification for Senior and Executive Prefect Roles

The following criteria will be used to select Senior Prefects, Executive Prefects and their deputies:

- Always in full school uniform, worn smartly
- Conduct including punctuality
- Attendance
- Attitude to school and learning
- Volunteering to help school activities e.g. events
- Helping at events outside of the school day
- Experience of student leadership e.g. working with younger students
- Always attend duties e.g. canteen duty
- Unremitting support of the school ethos and vision
- Ability to resist peer pressure
- Leadership and people skills
- Ability to manage time effectively
- Reliability
- Ability to work as part of a team
- Ability to lead a team
- Flexibility and ability to think on feet when things do not go precisely according to plan!
- Humility!

The selection process will be based on the person specification – candidates are advised to read through it carefully, note any potential weaknesses and act to improve in these key areas.

February 2021