



Student Leadership Vacancy Aston Academy



Student Services Volunteer Role

Job Description

Aston Academy are looking to appoint two or three people that will manage the student services area in main reception. This area is used for lost property items and a go to point for younger students should they have any questions about school or not know where lessons are.

This role would be ideal for someone that is well organised and enjoys helping people.

The main job roles will include:

- Organise items of lost property that are brought to the desk each day
- Categorise the items so they are easy for students to collect
- Make records of items that have been left and work closely with the main receptionist and Mr Esberger to inform staff and students of what we have
- Manage the student services area and keep it tidy.
- Help students that may have questions or need school maps.

When would you be needed?

As Student services staff you would manage the role throughout the week using break times or lunchtimes. The area would be yours to organise and manage so there would be no set times or days and you could plan this with Mr Esberger.

Appointments to be made

We are looking to appoint 2 or 3 students

Incentives

The successful candidate will:

- Become a key part of our new student leadership team
- Receive a front of lunch queue pass to support your leadership role
- Receive a blazer badge
- Have an experience of student leadership for your CV.
- Be part of student leadership training throughout the year

Year Groups that can apply for this role

This role is open for applications for Year 8, Year 9, Year 10 and Year 11 students only.

How to apply?

If you are interested in applying for the role please complete the application form attached or collect a paper copy from the Volunteer Job Centre in the Library with Mr Shaw. For further information please email james.shaw@astonacademy.org or chris.esberger@astonacademy.org