

# Ink Pot

## Junior Leader Job Description

Junior Leaders play an important role within the school. Each role has its own focus and enables our school to be 'the best that we can be'. Please read the following job description carefully and if you are interested in applying follow the application process. If you have any questions, speak to the staff member who is responsible for this group.

Junior Leader title:	Inkpot
About the role:	Children from Year 5 organise and sell stationery to the school twice a week from the Cube. The children are paired up once their applications have been submitted and accepted.
Roles and Responsibilities:	<ul style="list-style-type: none"> <li>● Collect the stationery and money from the office</li> <li>● Sell to all year groups stationery with the associated price list.</li> <li>● Keep a record of what has been sold.</li> <li>● Count the money and calculate the change for when children buy something.</li> <li>● Ensure that the stall runs for 30 minutes twice a week.</li> </ul>
Staff responsible for this team:	Year 5 Team – Applications, rota, speaking to the children. Office– storage of the stationery and money.
Candidate requirements:	<ul style="list-style-type: none"> <li>● Partnership – working with lots of different children across the school and liaising with reception staff.</li> <li>● Resilience – when the stall can become really busy or if a child buys a lot of stationery.</li> <li>● Inclusivity – all children can apply and all children are invited to inkpot.</li> </ul>
Application month:	September – at the start of the academic year.
Application process:	They complete an application which is put up onto Google Classroom and also printed.