



### **Job Description**

#### School Council Representative

School Council reps need to have the following personal qualities so that they are:

- Reliable
- Responsible
- Friendly and approachable
- Good at listening to everyone
- Able to remember things
- Honest and sensible
- Hardworking

These are the things the School Council rep needs to do:

- Attend meetings, turn up on time and be interested
- Bring their notebook to the meeting
- Look after the notebook and put agendas and minutes inside
- Listen to the views and opinions of the class and bring them to the meeting
- Report everyone's ideas and opinions even if they are not their own
- Bring ideas to the meeting that will make the school a better place
- Feedback information to their class – ask their teacher for a time to do this
- Wear their badge so people know that they are a rep
- Collect views of pupils from their classroom and the playground
- Be involved with charity events
- Present some assemblies with support from Miss Smith