

Stockton Wood Primary School



'Laying the Foundations for Life'

www.stocktonwoodprimary.co.uk



7th January 2018

Dear Parents/Carers,

We are pleased to be part of the 'LifeSavers' financial education programme, partnering with the Central Liverpool Credit Union. This partnership will mean the school sets up an in-school savings club, giving pupils a fantastic educational opportunity to learn about effectively managing their personal finances, an important skill now and for life.

Our **Y5 and Y6** pupils have the opportunity to apply to be volunteer savings club managers.

The volunteers will help operate the school savings club opening once a week on a Thursday, before school (8:30 to 9:30). There will be opportunities also to be involved in the publicity and marketing of the savings club, and full training will be provided by credit union and school to the pupils selected.

It is a fantastic opportunity to get involved in an exciting venture at school and give the pupils very valuable experience, along with real responsibility.

To apply for a volunteer position, pupils should complete and return the attached application form and also write a letter of application which will be completed in school as part of a letter writing exercise. Pupils will be selected based upon their demonstrated qualities and their interest in the job. All pupils will have the opportunity to practise their letter writing skills prior to the application deadline and the attached application form will support them planning for this.

Job descriptions and applications forms are attached to this letter and must be returned by **Monday 14th January 2019** in preparation to write their application letter by Friday 18th January 2019. Interviews will be conducted the week commencing 21st January 2019. Successful applicants will be notified by Friday 25th January.

Very best wishes,
Julie Jackson
LifeSavers Champion



Pupil Volunteer Job Description

Pupil Volunteer with the Stockton Wood Primary School Savings Club

School savings club pupil volunteers will promote and support the school savings club. This is a term time only post and will require a time commitment of approximately one hour per week **every Thursday morning 8:30 to 9:30**. There will also be some time required for training.

The volunteer will be expected to

- Be on time for savings club sessions
- Work as part of a team
- Be friendly and courteous to everyone involved, including savers
- Be careful with the money they are handling, keeping it safe and secure at all times
- Perform the job to the best of their ability, take pride in their work, and ask questions that will help them do their best
- Accept responsibility for making up any missed class work as part of their volunteering at savings club

Responsibilities will include:

- Setting up and checking the cash
- Answering queries from new and existing members
- Helping new members join and informing them about savings club procedures
- Completing collection sheets
- Handling cash and filling in passbooks correctly
- Entering information using the online Savings Club Platform
- Dealing with any problems that arise during the session
- Clearing up and returning equipment to the office
- Promote the savings club and encourage others to join

Essential Qualities:

1. Honesty
2. Reliability
3. Politeness
4. Patience
5. Good customer service skills & able to get on well with a range of people
6. Good at counting and calculating with money
7. Cheerfulness and a good sense of humour