



ASSEMBLY CO-ORDINATOR

Number of Positions: Four **YEAR 5** or **YEAR 6** pupils

Are you a great organiser? Can you work the music system? Do you have a love of music?

Duties...

To organise the system prior to assembly so music and presentations can be shown during assembly on a Tuesday morning and Friday afternoon.

Operate the music system during assembly when instructed.

Organise the lighting, OHP and furniture before, during and after assembly.

Choose the music for assembly when asked.

Collect OHPs and CDs from outside Mrs Sandberg's office and ensure they are in place ready for assembly.

Be prepared to assist when help is required in the hall for events other than assembly.

Ensure music is organised for Hymn Practise on a Wednesday.

How to apply:

Please fill in an application form and submit to application to Mrs Martin by Friday 16th September.