

## Resourcing Volunteer, Jigsaw School

### Role Description

Jigsaw Trust, an education and care provision for children and young adults on the autism spectrum have an exciting opportunity for a resourcing volunteer. This volunteer role involves supporting our school and adult centre by setting up and tidying away resources and preparing teaching materials as required.

Working alongside our friendly Teachers, the role supports Jigsaw Trust's aim to improve the lives of those affected by autism.

#### Main Activities:

- Scanning, printing, photocopying, laminating and cutting to ensure all materials are ready for lessons
- Setting up activities and tidying classrooms by putting away materials from previous lessons
- Helping to maintain classroom and school displays

#### Desirable Qualities:

- A passion for helping others in their education journey
- Good literacy and I.T skills
- A team player, happy to help with whatever needs doing
- Good organisation skills
- The ability to work independently whilst using own initiatives
- A passion to improve the lives of those affected by an autism spectrum disorder

#### The Benefits for you:

- Be part of an enthusiastic team
- Develop your knowledge of autism and related learning disabilities
- Gain experience of working in an educational setting to add to your CV
- Make a difference - Help support the work of Jigsaw Trust and help improve the lives of our children and young adults
- Opportunity to participate in various training such as safeguarding

#### Additional Information:

- Flexibility around volunteering pattern – Preferably 10:00am-14:30pm 3 days a week
- Reasonable out of pocket expenses will be paid

*Dunstable Park, Stovolds Hill, Cranleigh, Surrey, GU6 8TB*

**To apply for this exciting volunteering opportunity, please submit an application form and return by email to [careers@jigsawtrust.co.uk](mailto:careers@jigsawtrust.co.uk). If you would like to speak to a member of the HR Department about this opportunity then please email [careers@jigsawtrust.co.uk](mailto:careers@jigsawtrust.co.uk) or telephone 01483 277366.**

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment. THE POST HOLDER WILL BE SUBJECT TO AN ENHANCED DISCLOSURE AND BARRING SERVICE (DBS) CHECK, of which costs will be covered by Jigsaw Trust.