

A speech bubble with a striped border containing the text 'Book Fair TAKEOVER'. 'Book Fair' is in pink and green, and 'TAKEOVER' is in black. There is a small star above the 'i' in 'Fair'.

Job profile

Job title: **Book Fair Manager**

Job goal: To oversee the Book Fair Takeover team in planning, promoting and running the Book Fair to ensure the greatest success for your school

Positions available: Two [Change this to meet the needs of your school]

Key responsibilities:

- Set up a brainstorm meeting with the volunteer team to share ideas and agree the plan and goals for the Book Fair
- Assign tasks to others and ensure that they are completed on time at regular meetings
- Create a rota so that all volunteers know when they are needed to help at the Book Fair
- Offer support to other volunteers if needed and listen to their thoughts about the project and their roles
- Co-ordinate your entry to the Book Fair Takeover competition by keeping track of your team's best moments organising the Book Fair

Skills and qualities required:

- Strong organisational abilities
- Excellent communication skills
- Works well within a team
- Comfortable being a leader



Job profile

Job title: Advertising Specialist

Job goal: To spread the word about the Book Fair to pupils, parents and the wider community using a variety of methods

Positions available: Four to six [Change this to meet the needs of your school]

Key responsibilities:

- Plan ways to make sure that everyone knows when the Book Fair will take place using websites, newsletters, school TV systems and more
- Make advertising materials to spread the word and/or use the materials supplied by Book Fairs
- Build excitement before the Book Fair arrives by starting a countdown in assembly and sending letters, leaflets, newsletters and/or text messages to parents and pupils
- Announce the Book Fair's imminent arrival by putting up posters, arrows and an outdoor banner around the school
- Display a goal chart clearly at the Book Fair and update daily with your progress
- Take down any advertising material afterwards and send letters to let parents know about the Book Fair's success

Skills and qualities required:

- Strong creative skills, especially with words and/or pictures
- Ability to think up inventive, exciting and entertaining ideas
- Confident communicating with other pupils, parents and teachers
- Works well within a team

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Job profile

Job title: **Customer Service Assistant**

Job goal: To help Book Fair customers with their purchases and enquiries in a pleasant, polite and efficient manner

Positions available: Six to eight **[Change this to meet the needs of your school]**

Key responsibilities:

- When the Book Fair arrives, set up a cash desk with calculator, pens, sales record sheets, customer order sheets, stock list etc. and ensure it is tidy, safe and easy for customers to access
- Familiarise yourself with the books available and their prices so you can help customers with their enquiries more efficiently
- Take customer payments in cash, cheque or gift vouchers and accurately record all sales information
- Liaise with Accountants to ensure that all monies are safely and correctly counted and stored
- Take payment and details of all customer orders and liaise with Inventory Specialists to ensure that they are ordered correctly from Book Fairs

Skills and qualities required:

- Confident working with numbers and handling money
- A methodical and responsible approach to recording details
- Polite and friendly attitude to put customers at ease
- Works well within a team



Job profile

Job title: **Accountant**

Job goal: To oversee the money-handling process and calculate the Book Fair takings

Positions available: Two [Change this to meet the needs of your school]

Key responsibilities:

- Work out the float and different coins/notes needed at the Book Fair to be able to give customers the correct change
- Liaise with Customer Service Assistants to ensure that all sales, order and payment information is accurately recorded
- Calculate the daily takings at the Book Fair by counting up the sales and order records and cross-checking with the actual takings
- Communicate the daily and final takings to Advertising Specialists so that they can update the goal chart to show your progress
- Work out how many free books the school has earned by completing the cash report form on Book Fairs' website *after* the Book Fair has been collected and all customer orders placed

Skills and qualities required:

- Confident working with numbers and handling money
- A methodical and responsible approach to recording details
- Attention to detail



Job profile

Job title: **Display Specialist**

Job goal: To create a pleasant, friendly and fun environment for Book Fair customers to visit

Positions available: Two to four [Change this to meet the needs of your school]

Key responsibilities:

- Create a diagram to show the Book Fair's location within the school and how the bookcases, poster box, stationery box and cash desk will be safely laid out
- Plan how to decorate the Book Fair using balloons, bunting or other colourful, fun materials. You may wish to choose a theme to decorate your Book Fair such as pirates, rainforest or dinosaurs
- Create special displays of highlight books to catch a customer's eye e.g. a table collecting bestsellers, bargain books or a range of books on a similar topic such as animals or history.
- When the Book Fair arrives, set up and decorate the area, put up the headerboards on the back of the bookcases and ensure that the displays are kept tidy throughout.
- Take down any decorations and help to pack up after the Book Fair has finished

Skills and qualities required:

- Strong creative skills
- Ability to think up inventive, exciting and entertaining ideas
- Attention to detail
- Works well within a team



Job profile

Job title: **Events Co-ordinator**

Job goal: To create excitement at the Book Fair by running a competition and other fun events

Positions available: Two to four **[Change this to meet the needs of your school]**

Key responsibilities:

- Plan special events such as a fancy dress day, a raffle, storytelling activities or an official Book Fair opening ceremony involving the head teacher, a local MP or a character costume (can be hired from Scholastic)
- Create excitement before the Book Fair by running a competition to involve the whole school. Visit bookfairs.scholastic.co.uk/win for competitions run by Scholastic, or come up with your own ideas!
- Download a free £25 book voucher to give as prizes to the competition winner or winners from the Resource Pack at bookfairs.scholastic.co.uk/free_resources
- Collect the competition entries to create a display at the Book Fair and invite parents to come and see. Choose a competition winner or winners and award the prize vouchers
- If you ran a Book Fairs competition, collect all of your entries and send them in for another chance to win (details at bookfairs.scholastic.co.uk/win)

Skills and qualities required:

- Strong creative skills
- Confident communicating with other pupils, parents and teachers
- Ability to stick to deadlines
- Works well within a team



Job profile

Job title: **Browsing Supervisor**

Job goal: To organise browsing sessions for all pupils to visit the Book Fair during the school day

Positions available: Four to six [Change this to meet the needs of your school]

Key responsibilities:

- Create a timetable so that each class has a set time to visit the Book Fair to browse and distribute the approved timetable to all teachers
- Ensure that there are enough activity wishlists to give one to each pupil (these will be sent three weeks before the Book Fair.) Download more from the Resource Pack if required from bookfairs.scholastic.co.uk/free_resources
- When the Book Fair arrives, familiarise yourself with the book selection so that you can help younger children with their choices
- Decide who is responsible for collecting and returning each class on time and who will supervise the distribution of activity wishlists, ensuring that they are filled in and taken home afterwards
- Ensure that the books and displays are tidy at the end of each session

Skills and qualities required:

- Keen interest in books
- Good communication skills
- Assertiveness and ability to stick to deadlines



Job profile

Job title: **Inventory Specialist**

Job goal: To monitor bestseller stock and ensure that customers receive their orders

Positions available: Two [Change this to meet the needs of your school]

Key responsibilities:

- Plan how to promote bestselling titles by liaising with Display Specialists to create book displays
- Download and print last copy bookmarks to put in the bestselling titles so that customers can order copies of books that may be low on stock. These can be found in the Resource Pack at bookfairs.scholastic.co.uk/free_resources
- Monitor stock daily to see what the bestsellers are and ensure that customers can place orders for these
- Liaise with Customer Service Assistants to ensure that customer orders are correctly noted and collected at the end of each day
- Contact Scholastic Book Fairs to place all customers orders *before* the Book Fair is collected and arrange for the books to be delivered to customers once they arrive

Skills and qualities required:

- Attention to detail
- Good communication skills
- Strong organisational abilities