



Edlesborough Under 5's

JOB DESCRIPTION FOR CHAIRMAN

Job Title:	Chairman
Responsible to:	Edlesborough Under 5's Committee
Responsible for:	Edlesborough Under 5's Pre-school
Purpose of the job:	As a Committee member acting in the role of Chairman to ensure the preschool is solvent and well run; to ensure the preschool is providing safe, high quality education and care for preschool children; to fulfill legal and statutory requirements; to contribute to the strategic direction and development of the preschool service. Role includes the line management of the Pre-school Leader.

Main Committee Member Duties:

- As a Committee member set the strategic direction of the pre-school, ensuring it is solvent, well run, and delivering the outcomes for which it has been set up.
- As a Committee member focus on the strategic direction, avoiding the day to day operational decisions of the pre-school.
- The Committee are collectively responsible and accountable for ensuring and monitoring that the pre-school is performing well, is solvent and complies with all its obligations.
- The Committee must ensure that the pre-school complies with relevant laws, and the requirements of regulatory bodies.
- The Committee must act prudently to protect the assets and ensure they are used to deliver the organisation's objectives.
- The Committee must regularly review risks and take action to mitigate risks identified
- The Committee should ensure that the pre-school upholds the principles of equality and diversity, and that the pre-school is fair and open to all sections of the community in all its activities.
- All Committee members should understand their duties and responsibilities.
- The Committee should ensure they receive the advice and information they need to make good decisions
- The pre-school Committee should have a diverse range of skills, experience and knowledge needed to run the pre-school effectively.
- The Committee should regularly review and assess its own performance.

- The Committee members should carry out periodic strategic reviews of all aspects of the pre-school's work, and use the results to inform change and innovation.
- The Committee members should set out the functions of the pre-school leader, and other staff and should monitor their performance.
- Committee members should define roles and responsibilities of its chair, treasurer and secretary and other specified roles.
- Committee members should ensure all staff; volunteers have sufficient delegated authority to discharge their duties. All delegated authorities must have clear limits relating to budgetary and other matters.
- Committee members must not benefit from their position beyond what is allowed by the law and in the interests of the organization.

Specific Committee Member Duties:

- Act as first point of contact for pre-school.
- Line manage pre-school Leader and support them in their role as required.
- Responsible for ensuring CRB checks are undertaken before new staff are appointed.
- Liaise with all committee officers in their respective roles.
- Hold committee meetings as and when needed (usually twice a term) to deal with pre-school business. Prepare agenda for meetings. Hold AGM's annually.
- Liaise with Fundraising Team giving support where required.
- Liaise with the staff, do appraisals with preschool Leader, deal with hiring of staff, safe recruitment practices (including references, qualification checks with CWDC, identification and CRB checks), draft employment contracts, and help with sorting out training requirements with them. Attend staff meetings if requested. Deal with any additional employment issues e.g. staff discipline, complaints etc. Be available to staff to discuss employment issues.
- Deal with all correspondence as appropriate.
- Liaise with Treasurer on the preparation of budgets and charity commission documents.
- Deal with insurance renewal.
- Deal with all Ofsted documentation and meetings. Attend inspection as and when necessary. Act as Ofsted nominated person. Report notifiable events to Ofsted. Complete Ofsted self evaluation with preschool leader.
- Liaise with Social Services and Bucks Early Years on matters to do with pre-school – inspections (form filling) and reporting incidences when they occur at playgroup i.e. if a child has a serious injury etc.

- Deal with grant applications if and when required.
- Deal with complaints from parents appropriately.
- Ensure parent consultation takes place once a term with assistance from Secretary. Ensure results inform strategic developments in the pre-school.
- Ensure the strategic development of pre-school is identified and followed through by committee members and staff.
- Provide induction information to new committee members: charitable trustee information, constitutional information, trustee declaration, form EY2 for Ofsted clearance and CRB checks; update charities commission trustee information.
- Liaise with Bucks CC Early Years Development Officer (currently Michelle Lawrence)
- Attend Bucks Early Years network meetings
- Co-ordinate with Treasurer to keep business plan updated.
- Co-ordinate with Preschool leader, staff and committee the development and implementation of a quality improvement plan.
- Meet with Bucks Early Years Quality Improvement Team for annual audit reviews.
- Complete the Local Authority provider agreement annually.
- Produce and keep updated pre-school business plan.
- Authorise expenditures exceeding £50
- Liaise with Preschool Learning Alliance and keep abreast of their updates and guidance
- Review and update policies at least annually.

NB: This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.

Amended and Approved: January 2011