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## Edlesborough Under 5's

### **JOB DESCRIPTION FOR REGISTRATION SECRETARY**

<b>Job Title:</b>	Registration Secretary
<b>Responsible to:</b>	Chairman Edlesborough Under 5's Committee
<b>Responsible for:</b>	Edlesborough Under 5's Registration
<b>Purpose of the job:</b>	As a Committee member acting in the role of Registration Secretary 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.

#### **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 is 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:**

Primary role is to be first point of contact for all parents waiting to send their children to Edlesborough Under 5's playgroup. In addition to this is the management of places in liaison with the Chair and ongoing place allocation throughout the year.

Key activities:

Dealing with enquiries from new parents:-

This involves initial telephone contact and then issuing of a letter and a registration form. Processing of the application once completed and maintaining waiting list records until such time that the child is at the appropriate age to attend, and that a place is available.

Sending out Information packs:-

Once a place is allocated and accepted, an offer letter is issued along with information booklet which details all playgroup information and general information of use to parents.

Maintenance of Registration Records:-

Responsible for keeping up to date records of waiting list, attendance register, date of birth listing etc. Registration secretary also has the task of keeping the register up to date that is used daily by playgroup staff. This is updated each term with any changes or new joiners and any mid term changes have to be added at the appropriate time. Data is all held on disc.

Allocation of Places:-

Usually twice a year, when older children move to school, places become available. This then requires the registration secretary to allocate additional places to children in playgroup and to liaise with waiting list parents to offer spaces to them. Any difficulty in allocation spaces or issues that arise with this are discussed with Chair for resolution.

Liaison with Playgroup Leaders:-

Work with the playgroup leaders to ensure numbers are allocated appropriately and to advise them of new starts as and when they happen and pass on relevant paperwork as supplied by parents.

Committee:-

Work closely with the treasurer to ensure all registration funds received are transferred when received.

Attend committee meetings to brief committee and staff on waiting list status and to discuss any issues that may have occurred or are anticipated.

*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.*