



Edlesborough Under 5's

JOB DESCRIPTION FOR ROTA SECRETARY

Job Title:	Rota Secretary
Responsible to:	Chairman Edlesborough Under 5's Committee
Responsible for:	Edlesborough Under 5's Parent Help Rota
Purpose of the job:	As a Committee member acting in the role of Rota 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:

- Collate parent/carer information via the Registrations Officer
- Allocate relevant parent/carer help sessions
- Provide help/guidance to parents/carers regarding queries/issues
- Provide individual parent/carer help rotas each term

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.