



## Edlesborough Under 5's

### JOB DESCRIPTION FOR SECRETARY

<b>Job Title:</b>	Secretary
<b>Responsible to:</b>	Chairman Edlesborough Under 5's Committee
<b>Responsible for:</b>	Edlesborough Under 5's correspondence, minutes, newsletters and administration of records where required by the Chairman and Pre-school Leader.
<b>Purpose of the job:</b>	As a Committee member acting in the role of Secretary to ensure the preschool is efficient 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:**

- **Committee/AGM Meetings.** Attend committee and AGM or other formal meetings. Take minutes of the meeting, type up and email to the Chair for final approval. Circulate copies of minutes as required. Keep a copy of the minutes on a file with agendas and any other documentation required. Attend the AGM and take the minutes. Distribute as above once approved by the Chair. Assist the Chair in the organisation of the AGM if required.
- **Maintain Confidentiality.** All minutes, meetings and discussions etc are confidential and should not be discussed outside of the Committee.
- **Preparation of Newsletters.** Compose the Pre-school newsletter for Spring, Summer and Autumn terms. Some of the content can be lifted from the minutes of that term's committee meeting. Liaise with Pre-School Leader as to their requirements for the newsletter. Liaise with Fundraising Team and ask the team to submit material for inclusion in the newsletter. Include in newsletter any closure dates either for inset days or end of term, as these will be in line with the school and need to be advised to parents under "Dates for the Diary" at the end of the newsletter. Check with Pre-School Leader if the Pre-School will be closed any days due to the village hall being used for elections, building work, etc. Email the newsletter to the Chair, Pre-School Leader and Committee for comment and final approval. Keep a copy of the newsletters on file. Send a copy of latest newsletter to Tracey Moren for uploading onto the website.
- **Parent Consultation.** Update parent consultation questionnaire as per requirements of Committee and Pre-school Leader and distribute once a term. Collate results and share formal report with Committee/Pre-school Leader for consideration at next Committee meeting to ensure parents views feed into the strategic development of the pre-school.
- **General.** Occasionally to draft letters to parents or staff. Support the Chair and Committee and help out at events where possible.
- **Assist in the Management of Records.** Prompt Chair when policies and procedures or committee/staff job descriptions need updating. Provide assistance to the Chair/Pre-school Leader as required in the organisation of the pre-schools paper records or work programmes for example tables summarising CRB check information and essential training courses.
- **Updates for Local Focus Magazine/Website:** Ensure any publicity information is submitted to T Moren for submission into the Focus Magazine (by the 10<sup>th</sup> of each month) and any changes required for the website are submitted to T Moren as soon as possible so information is always up to date.

*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