## Charity trustee role description for Woodborough Village Pre-school

**Role**: Charity trustee (unpaid volunteer)

**Responsible to**: Committee of trustees

**Purpose**: To set out the charity's direction; promoting its charitable purposes, upholding its values and delivering its goals. Work as part of a team with the other trustees in all matters to ensure the effective management and administration of the charity, in line with the charity's governing document, policies, procedures and relevant legislation. Employ and manage staff to provide successful and high quality childcare provision.

**Main tasks:**

- To act in the best interests of the charity and its beneficiaries at all times and to avoid and declare situations which may lead to a conflict of interest.
- To prepare for and attend meetings; contributing to the successful leadership of the charity and to the implementation of effective systems to manage the finances, administration, employees and activities of the charity.
- To contribute to the recruitment and effective management of a team of qualified early years practitioners to take charge of the day-to-day running of the childcare provision; ensuring that high standards of care and education are provided and that the Early Years Foundation Stage requirements are met.
- To ensure effective procedures are in place to safeguard and protect the welfare of the children in the care of the charity and check that all adults that work with the children are suitable.
- To oversee the implementation of the charity's Equality and Diversity policy, working with staff and volunteers to remove barriers to inclusion for all children and families.
- To liaise with the charity employees, advisors and other agencies as necessary to ensure all statutory and legal requirements relevant to the activities and governance of the charity are implemented, all operations are carried out in accordance with the governing document and the charity is appropriately insured for any risks or liabilities.
- To support the preparation of the Trustees' Annual Report and accounts each year.
- To contribute to the timely filing of all statutory forms and documents for the charity.
- To undertake reasonable duties in accordance with the charity's business plan and objectives.

**This role is exempt from the Rehabilitation of Offenders Act (1974). It requires an enhanced criminal records check and is subject to suitability checks by Ofsted. Applicants must be prepared to disclose any convictions they may have and any orders which may have been made against them.**

**Person specification:**

*Essential criteria*

- Commitment to the aims and objectives of the charity.
- Eligible to act as charity trustee.
- Satisfactory Ofsted suitability checks, including an enhanced DBS check, which confirms suitability to provide care for children.
- Willingness to undertake training and learning necessary for the role and to commit the time to actively participate in the management of the charity.
- Demonstrate professionalism in all matters relating to the charity, in line with the agreed trustee code of conduct.
- An understanding of the importance of confidentiality for certain aspects of the role and the ability to respect the privacy of others.

*Desirable criteria*

- Previous experience of charity governance.
- Knowledge of the childcare sector and the Early Years Foundation Stage.
- Experience of budget management.
- Experience of employing and managing staff.

## Chair role description for Woodborough Village Pre-school Committee

**Role:** Chair (unpaid volunteer)
**Responsible to:** Committee of trustees
**Responsible for:** Manager of the childcare provision

**Purpose:** To set out the charity's direction; promoting its charitable purposes, upholding its values and delivering its goals. Work as part of a team with the other trustees in all matters to ensure the effective management and administration of the charity, in line with the charity's governing document, policies, procedures and relevant legislation. Employ and manage staff to provide successful and high quality childcare provision. Facilitate meetings and act as a spokesperson for the charity.

**Main tasks:**

- To act in the best interests of the charity and its beneficiaries at all times and to avoid and declare situations which may lead to a conflict of interest.
- To prepare for and attend meetings; contributing to the successful leadership of the charity and to the implementation of effective systems to manage the finances, administration, employees and activities of the charity.
- To facilitate meetings; ensuring that effective discussion and decision-making takes place.
- To contribute to the recruitment and effective management of a team of qualified early years practitioners to take charge of the day-to-day running of the childcare provision; ensuring that high standards of care and education are provided and that the Early Years Foundation Stage requirements are met.
- To line-manage the manager of the childcare provision; taking responsibility for supervising their performance through systems including induction, supervision and appraisals.
- To act as a representative for the charity; taking responsibility for being the Nominated Person for Ofsted purposes.
- To ensure effective procedures are in place to safeguard and protect the welfare of the children in the care of the charity and check that all adults that work with the children are suitable; acting as the lead person amongst the trustees for child protection matters.
- To oversee the implementation of the charity's Equality and Diversity policy, working with staff and volunteers to remove barriers to inclusion for all children and families.
- To liaise with the charity employees, advisors and other agencies as necessary to ensure all statutory and legal requirements relevant to the activities and governance of the charity are implemented, all operations are carried out in accordance with the governing document and the charity is appropriately insured for any risks or liabilities.
- To support the preparation of the Trustees' Annual Report and accounts each year.
- To contribute to the timely filing of all statutory forms and documents for the charity.

- To undertake reasonable duties in accordance with the charity's business plan and objectives.

**This role is exempt from the Rehabilitation of Offenders Act (1974). It requires an enhanced criminal records check and is subject to suitability checks by Ofsted. Applicants must be prepared to disclose any convictions they may have and any orders which may have been made against them.**

**Person specification:**

*Essential criteria*

- Commitment to the aims and objectives of the charity.
- Eligible to act as charity trustee [and company director, where applicable].
- Satisfactory Ofsted suitability checks, including an enhanced DBS check, which confirms suitability to provide care for children.
- Willingness to undertake training and learning necessary for the role and to commit the time to actively participate in the management of the charity.
- Demonstrate professionalism in all matters relating to the charity, in line with the agreed trustee code of conduct.
- An understanding of the importance of confidentiality for certain aspects of the role and the ability to respect the privacy of others.
- Good communication and leadership skills.

*Desirable criteria*

- Previous experience of charity governance.
- Knowledge of the childcare sector and the Early Years Foundation Stage.
- Experience of budget management.
- Experience of employing and managing staff.
- Experience of leading a team.
- Experience of facilitating meetings.
- An understanding of child protection issues.

**Treasurer role description for Woodborough Village Pre-school Committee**

**Role:** Treasurer (unpaid volunteer)
**Responsible to:** Committee of trustees

**Purpose:** To set out the charity's direction; promoting its charitable purposes, upholding its values and delivering its goals. Work as part of a team with the other trustees in all matters to ensure the effective management and administration of the charity, in line with the charity's governing document, policies, procedures and relevant legislation. Employ and manage staff to provide successful and high quality childcare provision. Support the successful administration of the charity's finances.

**Main tasks:**

- To act in the best interests of the charity and its beneficiaries at all times and to avoid and declare situations which may lead to a conflict of interest.
- To prepare for and attend meetings; contributing to the successful leadership of the charity and to the implementation of effective systems to manage the finances, administration, employees and activities of the charity.
- To oversee the implementation of the charity's financial systems; ensuring that financial records are accurately maintained and updated, that effective financial controls are in place and that the trustees are kept informed of the financial position of the charity.
- To prepare in advance an annual budget, as agreed by the trustees, and to monitor the budget.
- To maintain the charity's bank account, updating the list of signatories as necessary.
- To take responsibility for ensuring that all bills, receipts and payments are made promptly and authorised in line with the charity's financial procedures.
- To oversee the management of staff payroll and volunteers' expenses.
- To ensure that any funds held are used in accordance with the terms of the charity's reserves policy.
- To contribute to the recruitment and effective management of a team of qualified early years practitioners to take charge of the day-to-day running of the childcare provision; ensuring that high standards of care and education are provided and that the Early Years Foundation Stage requirements are met.
- To ensure effective procedures are in place to safeguard and protect the welfare of the children in the care of the charity and check that all adults that work with the children are suitable.
- To oversee the implementation of the charity's Equality and Diversity policy, working with staff and volunteers to remove barriers to inclusion for all children and families.
- To liaise with the charity employees, advisors and other agencies as necessary to ensure all statutory and legal requirements relevant to the activities and governance of the charity are

implemented, all operations are carried out in accordance with the governing document and the charity is appropriately insured for any risks or liabilities.

- To support the preparation of the Trustees' Annual Report and accounts each year.
- To contribute to the timely filing of all statutory forms and documents for the charity.
- To undertake reasonable duties in accordance with the charity's business plan and objectives.

**This role is exempt from the Rehabilitation of Offenders Act (1974). It requires an enhanced criminal records check and is subject to suitability checks by Ofsted. Applicants must be prepared to disclose any convictions they may have and any orders which may have been made against them.**

**Person specification:**

*Essential criteria*

- Commitment to the aims and objectives of the charity.
- Eligible to act as charity trustee.
- Satisfactory Ofsted suitability checks, including an enhanced DBS check, which confirms suitability to provide care for children.
- Willingness to undertake training and learning necessary for the role and to commit the time to actively participate in the management of the charity.
- Demonstrate professionalism in all matters relating to the charity, in line with the agreed trustee code of conduct.
- An understanding of the importance of confidentiality for certain aspects of the role and the ability to respect the privacy of others.
- Good numeracy skills.

*Desirable criteria*

- Previous experience of charity governance.
- Knowledge of the childcare sector and the Early Years Foundation Stage.
- Experience of budget management.
- Experience of employing and managing staff.
- An understanding of financial management.
- Experience of accounting and keeping financial records.
- Experience of administering a payroll system.
- An understanding of charity reporting.

## Secretary role description for Woodborough Village Pre-school Committee

**Role:** Secretary (unpaid volunteer)
**Responsible to:** Committee of trustees

**Purpose:** To set out the charity's direction; promoting its charitable purposes, upholding its values and delivering its goals. Work as part of a team with the other trustees in all matters to ensure the effective management and administration of the charity, in line with the charity's governing document, policies, procedures and relevant legislation. Employ and manage staff to provide successful and high quality childcare provision. Manage the correspondence of the charity and arrange its meetings.

**Main tasks:**

- To act in the best interests of the charity and its beneficiaries at all times and to avoid and declare situations which may lead to a conflict of interest.
- To prepare for and attend meetings; contributing to the successful leadership of the charity and to the implementation of effective systems to manage the finances, administration, employees and activities of the charity.
- To support the charity trustees and employees by ensuring the administrative function is accurate and efficient and the office filing is kept up-to-date.
- To respond appropriately and punctually to all correspondence; keeping comprehensive records.
- To organise all meetings; including arranging venues and refreshments, informing attendees, collecting points for and circulating meeting agendas, taking comprehensive and accurate minutes, writing up minutes and sending to all attendees punctually.
- To contribute to the recruitment and effective management of a team of qualified early years practitioners to take charge of the day-to-day running of the childcare provision; ensuring that high standards of care and education are provided and that the Early Years Foundation Stage requirements are met.
- To ensure effective procedures are in place to safeguard and protect the welfare of the children in the care of the charity and check that all adults that work with the children are suitable.
- To oversee the implementation of the charity's Equality and Diversity policy, working with staff and volunteers to remove barriers to inclusion for all children and families.
- To liaise with the charity employees, advisors and other agencies as necessary to ensure all statutory and legal requirements relevant to the activities and governance of the charity are implemented, all operations are carried out in accordance with the governing document and the charity is appropriately insured for any risks or liabilities.
- To support the preparation of the Trustees' Annual Report and accounts each year.
- To contribute to the timely filing of all statutory forms and documents for the charity.

- To undertake reasonable duties in accordance with the charity's business plan and objectives.

**This role is exempt from the Rehabilitation of Offenders Act (1974). It requires an enhanced criminal records check and is subject to suitability checks by Ofsted. Applicants must be prepared to disclose any convictions they may have and any orders which may have been made against them.**

**Person specification:**

*Essential criteria*

- Commitment to the aims and objectives of the charity.
- Eligible to act as charity trustee.
- Satisfactory Ofsted suitability checks, including an enhanced DBS check, which confirms suitability to provide care for children.
- Willingness to undertake training and learning necessary for the role and to commit the time to actively participate in the management of the charity.
- Demonstrate professionalism in all matters relating to the charity, in line with the agreed trustee code of conduct.
- An understanding of the importance of confidentiality for certain aspects of the role and the ability to respect the privacy of others.
- Good organisational and time-keeping skills.
- Good written skills.

*Desirable criteria*

- Previous experience of charity governance.
- Knowledge of the childcare sector and the Early Years Foundation Stage.
- Experience of budget management.
- Experience of employing and managing staff.
- Experience of effectively managing correspondence.
- Experience of minute-taking at meetings.
- Experience of maintaining a filing system.