



Naunton Park Preschool Playgroup, Naunton Lane, Cheltenham, GL53 7BT

Charity number: 1054209

Who we are?

Naunton Park Pre-School is a non-profit community playgroup based in Leckhampton, Cheltenham. It provides high-quality EYFS education and a welcoming, creative environment for children aged between 2 years 9 months and 4 years. The Pre-School has been operating within Naunton Park Primary School since 1984. Although independent of the primary school, it benefits from extremely close links, which help our children with their transition to school.

The Pre-School is run as a charity, and is overseen by a Committee of volunteer officers and trustees. This Committee works as a team to run Pre-School's financial and administrative affairs, as well as to support the staff and organise fundraising.

What are we looking for?

Our Committee is historically made up of current parents. As current members' children are moving on from the Pre-School, **a number of key officer roles will become available in September 2022: Chair, Treasurer and Secretary.** We are also looking for a trustee to provide IT support. Outlines of these roles are on the following pages.

We would welcome upcoming, current or past parents to the Committee, but would also be very open for others in the community to join.

For the role of Chair, we are particularly interested in those who have experience of early years, running a charitable organisation or business. However, everyone is welcome.

These roles will enable the much-loved Pre-School to continue to grow and support the local community by providing opportunities for children.

Interested?

Take a look at the job specifications on the following page and if you are interested in the role, or have any questions, please contact secretary@nauntonpark.co.uk.

For all the roles you will require an Enhanced DBS (Disclosure and Barring Service) check, which will be co-ordinated with and provided by Pre-School.

You can of course leave whenever you want – there is no time obligation to the roles!



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Job role: Chair (Officer)

Role specifics:

- Be the Nominated Person for the setting.
- Voice of the setting with all external bodies, including Ofsted.
- Playleader annual appraisal.
- Run all meetings and make sure each agenda item is discussed fully and ensure that the committee members are clear about any decisions or actions that have been agreed.
- Ensure policies are up to date and liaise with the setting manager to ensure they are appropriate and relevant to the setting

As a Committee member, we would also look for you to:

- Attend termly committee meetings (held in an evening, currently virtual) and vote on key areas e.g. annual staff pay;
- Potential to support other committee work – such as fundraising initiatives – as and when you like.

Estimate of time needed: 8-10 hours per month



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Job role: Secretary (Officer)

Role specifics:

- Arrange termly committee meetings, and other general committee meetings (e.g. AGM) as and when needed, including:
 - Prepare and circulate agendas;
 - Take and publish meeting minutes to relevant committee members and staff;
 - Keep written records of committee meetings and AGMs;
- Support the setting manager and Chair in maintaining documentation including:
 - The Single Central Record;
 - Insurance, Ofsted registration, PLA membership, building and contents insurance certificates are up to date and displayed in preschool.
- Ensure ongoing suitability forms and declaration of interest forms are completed by the committee and staff members.
- Act as the lead for data protection and ensure ICO certification.
- As a Committee member, we would also look for you to:
 - Attend termly committee meetings (held in an evening, currently virtual) and vote on key areas e.g. annual staff pay;
 - Potential to support other committee work – such as fundraising initiatives – as and when you like.

Estimate of time needed: 4-6 hours per month



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Job role: Treasurer (Officer)

Role specifics:

- Providing monthly financial summaries to all Committee members, detailing current account balance(s), income, and expenditure figures, and predicted YE profit / loss figures.
- Preparing all account documentation for the annual audit process and to provide final YE profit / loss figures, including relevant detail at the AGM.
- Payment of invoices within agreed creditor terms and conditions.

As a Committee member, we would also look for you to:

- Attend termly committee meetings (held in an evening, currently virtual) and vote on key areas e.g. annual staff pay;
- Potential to support other committee work – such as fundraising initiatives – as and when you like.

Estimate of time needed: 4 hours per month



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Job role: IT support (Trustee)

Role specifics:

- Maintaining Microsoft 365 including:
 - Supporting staff and committee members with any difficulties as and when is needed;
 - Adding and removing new members of staff or committee members to Microsoft 365;
 - Keeping up to date with the parent contact list (adding new parents to Microsoft 365 – mainly in September).

- Updating the website (WordPress) as and when is needed.

- As a Committee member we would also look for you to:
 - Attend termly committee meetings (held in an evening, currently virtual) and vote on key areas e.g. annual staff pay;
 - Potential to support other committee work – such as fundraising initiatives – as and when you like.

Estimate of time needed: 0-2 hours per month