



Would you like to join the Middleton Cheney Pre School Management Team?

We have a vacancy in our management team starting immediately.

Responsibilities would include:

- Ensure **Confidentiality** is maintained with all matters where needed regarding meetings and information they are working with.
- Be keen and willing to take on projects and see through to completion within an agreed timescale.
- Assist with reviewing the operational policies for the setting where required.

Specific tasks to include:

- To oversee the Facebook pages and post weekly
- Proof read letters and policies when needed
- Oversee fundraising;
 - o Approve spending working with financial Director
 - o Set fundraising target
 - o Liaise with staff regarding events and fundraising needs
 - o Run fundraising meetings
 - o Liaise with parents via newsletter/Facebook
 - o Fundraising support is mainly required from January to March for the Easter Eggstravaganza although this is cancelled for 2021.
- Regularly attend management meetings (presently on zoom). Currently the management team meet roughly once a month due to the current situation, the Directors meet every 2 weeks. Usually it is roughly once a term.
- Work alongside other management team and Directors

A background working in HR, Payroll, Marketing, Business, Finance or Building management would really bring something extra to our team.

An enhanced DBS and basic safeguarding would need to be completed if successful in the role.

If you would be interested in this voluntary role, please email Kate Bannister and Taiba Smith (Directors) at preschoolmanagement@mcpreschool.co.uk