

## **Trustee Roles Bloxham Pre-School**

Bloxham Pre School is seeking Trustees to join the Board of Trustees, with experience either in education, finance or business. The post is a voluntary position. This is an opportunity to contribute to the Bloxham community by joining the Board of a charity run pre-school.

With some key Trustee roles stepping down this year we are looking to recruit a Chairperson, Secretary and an additional member of the board

### **About Bloxham Pre-School**

Bloxham Pre School is an independent registered charity that is situated in the Early Years Partnership Foundation Stage Unit (PFSU) at Bloxham Primary School.

Our role is to provide a stimulating, happy, healthy, caring, and safe environment where all our children can feel relaxed, secure and valued.

Our greatest resource is our small team of friendly, caring and dedicated Early Years Educators. They take time to get to know children and their families, developing children into confident learners, not only for school, but for life.

### **The role**

We are looking for exceptional individuals to join our Board of Trustees at Bloxham Pre School. A background in one of the areas below would be beneficial to the School:

- Human Resources
- Business Development
- Finance
- Education leadership
- Leadership or Governance of an early years environment
- Social work and/or safeguarding

We have identified a gap in Human Resources and Finance expertise on our Trust Board and would particularly welcome applications from people with relevant experience in this field.

We are seeking someone not only with the relevant knowledge and experience but also with strong interpersonal skills, an adaptive approach and a strategic mindset.

The trustees ensure compliance with the Pre Schools charitable objects and with company and charity law. The trustees are not typically involved in the day-to-day running of the pre-school and focus on the three core functions of governance:

- Ensuring clarity of vision, ethos and the strategic direction of the school.
- Holding school leaders to account for the educational performance of the school and its students and the performance management of staff.
- Overseeing and ensuring effective financial performance of the school.

## **Expectations of trustees**

It is important that trustees fully understand what is expected of them in their role. This includes:

- Attendance at full Board meetings (at least once a term), including the AGM held in November. These meetings are usually held on the Pre-school site and typically in the evening
- Commitment to maintain confidentiality
- Participation in relevant training, in addition to Board meetings;
- Undertake a DBS check and provide two satisfactory references.

We are keen to recruit from the local community in Bloxham and the surrounding villages but welcome those from further afield who possess the skills and knowledge needed to make a meaningful contribution to our Board.

## **How to apply**

We require a CV and short supporting statement outlining:

- The skills and experience you have to offer to our Trust Board
- Your commitment to undertake training to acquire or develop the skills needed to be an effective Trustee

Please send the above by email to our Treasurer- Tom Noakes, [bloxhamtrustee@gmail.com](mailto:bloxhamtrustee@gmail.com)

There is no closing date for this opportunity, upon receiving your application we will be in contact within 5 working days to arrange a short, informal interview.