

# Yarburgh Community Preschool

## Committee Role Description – HR and Recruitment Officer



The following is a list of responsibilities of the HR and Recruitment Officer grouped into specific areas.

### Committee

Yarburgh Community Preschool is voluntarily run by parents of children currently attending. Without the committee the group cannot legally run and we encourage all parents to join. The committee meet once a month during term time and discuss every aspect of the running of the school.

- Attend committee meetings
- Recruit and support other committee members
- Uphold the Ofsted national standards in respect of the registered person

### Staff

Yarburgh Community Preschool employs a manager, supervisors and assistants to run the preschool day-to-day.

### Recruit staff

- Work with the Manager to recruit permanent and bank staff when necessary.
- Advertise the position, update job descriptions, shortlist and interview, ensure all appropriate checks
- Ensure contracts are in place and updated as required