



**Job Title:** Management Committee Staff Liaison

**Job purpose:** To provide support to the staff team of the setting

**Responsible to:** Management Committee

**Main duties and responsibilities to be agreed from the following:**

- Support with hiring of staff, safe recruitment practices (including references, identification and DBS checks), issuing employment contracts.
- Help sorting out training requirements
- Attend staff meetings if requested.
- Deal with any additional employment issues e.g. staff discipline, complaints etc.
- Be available to staff to discuss employment issues.
- Provide induction information to new committee members: charitable trustee information, constitutional information, trustee declaration, form EY2 for Ofsted clearance and CRB checks; update charities commission trustee information.
- Co-ordinate with Leader, staff and committee the development and implementation of a quality improvement plan.
- To act as a mediator when the needs arises within the staff team.