

Chair of eCAPH	1st January 2019
Registered Office:	The Quinta Primary School
Headteacher:	eCAPH Directors
Address:	Registered address is c/o The Quinta Primary School, Ullswater Road, Congleton, Cheshire CW12 4LX
Telephone Number:	07808481118
Email Address:	directors@ecaph.org
Website Address:	http://www.ecaph.org
Position Advertised:	Executive Officer/Chair for eCAPH
Salary:	£30,000
Scale or Grade	Part-time, 3 days per week, 2 year contract
Closing Date:	5pm, Monday 5 th November 2018
Written applications via email to:	directors@ecaph.org
Required for	1 st January 2019
Number on Role:	Representing over 100 primary school Headteachers

Applications are invited from suitably qualified and experienced Head Teachers with vision and commitment for the post of Chair of the East Cheshire Association of Primary Head Teachers - "eCAPH Chair"

Objectives of the eCAPH Chair:-

- ✓ To be a point of contact for Cheshire East Primary Headteacher members, offering advice, pastoral support, sharing information and visiting schools.
- ✓ Develop positive working relationships with Cheshire East Officers representing the views of colleague Headteachers on developments of policy, services, and response to change local and national.
- ✓ Establish and use effective networks working in partnership with a range of organisations based in Cheshire East and the region.
- ✓ Keep eCAPH members informed of relevant issues through weekly contact.
- ✓ Working alongside eCAPH Exec, manage elements of the eCAPH website & post blogs & news as appropriate.
- ✓ Prepare and chair monthly Executive meetings of Cheshire East Primary Headteachers.
- ✓ Facilitate eCAPH Conferences addressing leadership and management issues
- ✓ Prepare an eCAPH financial business plan, monitor budget implementation working alongside the eCAPH Manager and Directors.

eCAPH Chair is an executive officer employed by the five Directors of East Cheshire Association of Primary Head Teachers. This post is funded by Member Headteachers of eCAPH. The successful application will act as executive officer on behalf of the Directors and eCAPH Exec Board. Please see the website for further organisational details <http://www.ecaph.org/about-ecaph/how-we-operate/>

The contract for this post will initially run from 1st Jan 2019 to 31st Aug 2020. It is offered as a 3 day a week part-time commitment. For the successful candidate to complete this role they will be required to work flexibly over the five day school week managing their diary as appropriate. The role is essentially term-time only but there may be occasion when work during school holidays would be required. Time off in lieu will be granted accordingly.

The salary for this role is £30,000 per annum. A government NEST pension is included which is currently 1% but rises to 2% in April 2019. THIS CONTRACT IS NOT OFFERED UNDER TEACHERS TERMS & CONDITIONS.

For further information, please see the www.ecaph.org website. To discuss this role please contact the Directors directors@ecaph.org or phone 07808481118.

Closing date for applications is 5pm 5th November 2018.
Interviews will take place Friday 9th November 2018.

eCAPH is fully committed to safer recruitment practice. Pre-employment checks will always be undertaken and requested before the appointment is confirmed. All prospective employees are subjected to enhanced DBS disclosure. We are an equal opportunities employer.

Please apply by letter addressed to the Directors eCPAH. Job Description and Person Specification can be downloaded from www.ecaph.org/recruitment or by email to the Manager at manager@ecaph.org but must be returned to Directors electronically via email only to directors@ecaph.org by 5th November 2018.