



Job Specification: PTFA Secretary

Location: Newton Poppleford Primary School

Reports to: PTFA Chair(s) & PTFA Committee

Employment Type: Volunteer

Job Purpose:

The PTFA Secretary is responsible for maintaining accurate records of all meetings and activities of the Parent-Teacher and Friends Association (PTFA), assisting with communications, and ensuring the smooth operation of PTFA meetings and documentation. The Secretary plays a critical role in supporting the PTFA Chair(s) and the Committee to ensure effective communication between parents, teachers, and school administration.

Key Responsibilities:

1. Meeting Management & Documentation:

- Record, prepare, and distribute accurate minutes for all PTFA meetings (Virtual, Committee, and in person meetings).
- Ensure that minutes are approved and filed in a timely manner.
- Maintain attendance records for PTFA meetings.
- Send minutes to the school office to be placed on school website.
- Write risk assessments for PTFA events.

2. Communication & Correspondence:

- Draft, distribute, and archive PTFA communications, including emails, newsletters, and meeting agendas.
- Maintain and update the PTFA's contact list, including Committee members, School staff, and parents.
- Serve as the point of contact for PTFA communications between parents, school administration, and external stakeholders.

3. Record Keeping:

- Keep an organised and accessible record of all PTFA activities, including meeting minutes, financial reports, and PTA event records.
- Manage and store important documents, including regulations, policies, and procedures.
- Track and update information on PTFA membership and activities, ensuring compliance with PTFA Constitution e.g. Parentkind, Charity Commission.



4. Support PTFA Operations:

- Assist the PTFA Chair(s) and other committee members with administrative duties.
- Ensure timely and organised preparation for PTFA events, including setting up meetings, distributing materials, and sending reminders.
- Help coordinate and schedule PTFA events, fundraising activities, and school engagement programs.
- Create risk assessments and coordinate with school for events.

5. Compliance & Reporting:

- Ensure PTFA documentation complies with school and national PTFA guidelines.
- Manage deadlines for any PTFA submissions or documentation, such as reports or grant applications.

6. Membership & Recruitment Support:

- Assist with PTFA membership drives by maintaining records and promoting participation.
- Collaborate with the Chair(s) to ensure accurate recording of member information.

7. Assist with Events & Fundraising:

- Provide administrative support during PTFA-sponsored events, such as managing registration, risk assessments, printing all information for stalls, checking attendees, or helping with logistics.
- Help organise volunteer schedules and communications for fundraising events or school activities.

Skills & Qualifications:

Experience:

- Previous experience in an administrative or secretarial role (experience in educational settings or non-profit organisations is a plus).

Skills:

- Strong written and verbal communication skills.
- Excellent organisational abilities, attention to detail, and time management skills.
- Proficient in using email, word processing, and document management software (e.g., Microsoft Word, Google Docs).
- Ability to take clear and concise meeting notes.



- Familiarity with social media platforms, website management, or basic design tools is an advantage.

Personal Attributes:

- Reliable and responsible, with a commitment to attending meetings and PTFA activities.
- Friendly and approachable, with the ability to work with a variety of stakeholders (parents, teachers, administrators).
- Discreet and able to handle sensitive information with confidentiality.
- Team player with a willingness to collaborate and assist when needed.

Time Commitment:

- Attend all PTFA meetings
- Prepare and distribute minutes within 1-2 weeks after meetings.
- Respond to emails and communications in a timely manner.
- Assist with PTFA events as needed.

Benefits:

- Opportunity to actively participate in the school community and contribute to the success of school initiatives.
- Gain experience in organisational management, event planning, and communication.
- Network with school staff, parents, and community members.