

SECRETARY

NEEDED

Be honest – you’re the one in your friend group who filled out every page of your child’s baby book., at the right time no less. If you are the kind of person who documents everything we have the perfect role for you. Put your record keeping skills and attention to detail to good use as our PTA secretary. It’s helpful to have good listening and computer skills. Bonus points if you can follow what’s on TV and play candy crush at the same time...

Responsibilities

Include:

- Writing committee meeting agendas
- Taking minutes
- Filing records online
- Helping Event leads with simple but necessary forms.
- Maintaining subscriptions.

Get in Touch

Email us on WFISPTA@gmail.com or contact the school office to let them know.

Our fantastic Secretary Karen Telling is available to answer any other questions you may have about the role.

We have a fanstastic PTA team here to help ensure an easy handover of this position.



The PTA is a great team with everyone supporting each other in their roles. No-one is asked to take on more than they feel they can offer. Over the years great PTA teams have left helpful systems to make everything simpler to run.