



HSA Secretary - Job Description

The HSA Secretary plays a key role in ensuring the smooth and efficient running of HSA meetings and communications.

Main Responsibilities

- Meetings & Minutes
- Prepare and distribute agendas in consultation with the Chair.
- Attend all HSA meetings and record accurate minutes.
- Circulate minutes to committee members and ensure they are approved and filed.
- Administration, such as setting up events online ticket sales and marketing
- Keep records of HSA activities, correspondence, and official documents.
- Maintain up-to-date contact details of committee members.
- Support with organising official paperwork such as risk assessments, event licences, and insurance forms.
- Communication
- Handle correspondence on behalf of the HSA.
- Ensure members are informed of upcoming meetings and events.
- Work with the Chair and Communications Officer (if applicable) to share information with parents, staff, and the wider school community.
- Compliance
- Support the Chair in ensuring the HSA is operating in line with its constitution.
- Help with preparation of documents for the Annual General Meeting (AGM).
- Events Support
- Assist with planning and running HSA events as needed.

Skills & Qualities

- Good organisational and record-keeping skills.
- Clear written and verbal communication.
- Reliable and able to work to agreed deadlines.
- Confident with basic IT (email, word processing, file storage).
- Friendly and approachable team player.

✦ This role is vital in keeping the HSA organised and ensuring everyone is well-informed.

If you would like any further information or would like to apply, please contact Angie Hadden via angiehadden@gmail.com or 07722 136605