



MANCHESTER  
MUSLIM  
PREPARATORY  
SCHOOL

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Executive Head: Mrs M. Mohamed BSC.HONS, LPSH, PGCE, PG.DIP

Head Teacher: Mrs D. Ghafori

19 September 2024

Dear Parents/Carers

**Re: Parent Teacher Association (PTA) Posts Available - Chair and Joint Treasurer**

Assalamu Alaikom.

We are excited to announce that the PTA is seeking to fill 2 key positions:

***Chair and Joint Treasurer.***

This is a wonderful opportunity for those interested in making a positive contribution to our school community. Below, you will find the job descriptions for each role.

If you wish to apply, please submit a short application (maximum 150 words), indicating which post you are interested in, your reasons for applying and any relevant experience. Applications can be submitted via email to [admin@mmps.miet.uk](mailto:admin@mmps.miet.uk) or handed directly to the school admin office. In the event of multiple applicants, elections will be held and the candidates' statements shared with parents.

**Key Dates**

Application Deadline: **Friday 27th September 2024**

Election Date: **Wednesday 16th October 2024** (if more than one applicant per post)

We warmly encourage your participation in the PTA and look forward to your valuable contributions.

Kind Regards

Wasalaam

**School PTA Committee**

141 Barlow Moor Road  
Manchester  
M20 2PQ  
T: 0161 445 5452  
E: [admin@mmps.miet.uk](mailto:admin@mmps.miet.uk)  
W: [www.mmps.miet.uk](http://www.mmps.miet.uk)



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## Job Descriptions – PTA Roles

### Role: Chair

- Takes the lead on the organisation of events and activities
- Schedules, calls and chairs meetings
- Sets the agenda for meetings and manages meetings in line with the agenda
- Welcomes new members, includes all members in discussions
- Ensures all issues are thoroughly discussed and appropriately addressed
- Writes half-termly updates for the school newsletter

### Role: Joint Treasurer

- Shares role with the school bursar\*\*
- Records all income and expenditure
- Has details available for meetings such as: balance of funds; committed expenditure; income, expenditure and profit from each event held
- Works with the Chair to prepare the annual report and accounts
- Counts monies after events
- Responsible for cashless payment devices

*\*\*The school bursar will bank money from events, and make payments from the PTA account as instructed by the PTA Chair and Joint Treasurer.*

*Full responsibility details can be found in Appendix III of the MMPS PTA Constitution which is available on request.*

