

School Secretary – Job Description

Summary

Under the supervision of the school principal, the school secretary coordinates and provides secretarial assistance to ensure the efficient operation of the school office. The school secretary gathers and compiles data, coordinates and maintains school budgets and attendance records. He/she accurately maintains school records, student information system data and is the initial point of contact for visitors and phone calls.

Requirements and Qualities

- High school diploma or college diploma.
- Suitable experience
- Accurate keyboarding of a minimum of 40 wpm.
- Strong computer skills: Word, Excel, Outlook, Internet
- A high degree of confidentiality and empathy for situations is required.
- Ability to effectively prioritize work to ensure that deadlines are met.
- Strong ability to deal with time pressures, tight deadlines and stressful situations.
- Working knowledge of budget processes.
- Excellent organizational, planning and record keeping skills.
- Excellent communication skills, patience, enthusiasm and flexibility.
- Critical thinking, decision making and problem solving skills.
- Continually engages in ongoing learning and development.
- Ability to carry out repetitive tasks requiring concentration.
- Work collaboratively and take direction from school administration.

General Duties and Responsibilities

a) Purchasing, Budgets and School Funds

- Monitors office supplies stock and reorders as necessary.
- Prepares purchase orders as authorized, assign appropriate general ledger budget codes, verifies receipt of orders and reports receipt to Division Office.
- Monitors budget financial reports in conjunction with principal.
- Maintains petty cash fund.
- Maintains, in conjunction and direction of the principal, school fund accounting practices consistent with that for bank accounts, receipts, deposits, disbursements, financial reporting and retention of records.
- Process all related monthly expenses.

b) Staff Payroll and Other Staff Information

- Maintains staff absentee, time sheet and casual employee (replacement worker) time data for principal approval and submits to Division Office on a timely basis.
- Maintains accurate and current staff lists information, etc.
- Maintains a current emergency contact tree listing.
- Support staff with procedures for payroll absence reporting, leave requests, the ordering of materials and the location of supplies.

c) Student Information Maintenance & Attendance

- Maintain accurate class lists.
- Ensure that all student and classroom information is accurately updated in the Student Information System.
- Process new student registrations.
- Maintain filing system of student cumulative files.
- Prepare accurate class lists / student ID lists for distribution.
- Provide an accurate monthly student enrolment summary for the school and provide to Division Office
- Prepare monthly class / student enrolment reports as requested.
- Process all student transition (coming to and leaving school) in Student Information System

d) Communication & Administration

- Responsible for providing positive, welcoming and professional communication for staff, students, parents and community members.
- Relay messages to staff in a timely fashion.
- Relay messages to students in a timely fashion.
- Redirect, screen and respond to in person, telephone and email inquiries.
- Prepare and send outgoing electronic documents and review and redirect incoming electronic documents.
- Sort and distribute incoming and organize outgoing school mail.
- Prepare correspondence under the direction of the principal.
- Maintain an up-to-date knowledge of software necessary to perform duties.
- Keep up to date filing and records (paper and computer)

e) Professional Development

- Participate in ongoing professional development necessary to complete assigned duties effectively and efficiently.

f) Other duties as assigned by administration to assist in the smooth running of the school.

Work Conditions

- Manual dexterity required to operate computer and peripherals.
- Interact with students, parents, teachers, principal, and public at large.
- Ability to lift materials associated with the job
- Ability to carry out repetitive work.
- Exposure to noise from school surroundings.
- Deal with minor medical situations.
- Extra time may be required.
- Monitor students who are in the main office for variety of reasons.