
School Administrative Secretary Job Description

General Accountability

This position is accountable for providing administrative support to the school administration and school staff and to act as the main receptionist for the school.

The School Administrative Secretary is expected to perform duties independently, as well as part of the school team, and requires a high degree of confidentiality. The performance of these duties will be in accordance with government, division, and school policies and procedures.

Controls on Freedom to Act

The School Administrative Secretary functions under the direction of the school principal. The School Administrative Secretary must be able to meet strict deadlines and work independently under pressure.

Contacts

The School Administrative Secretary has considerable contact with the school staff, students, parents, and divisional personnel.

Specific Duties and Accountability

- Act as main receptionist for student and public, either directly or by telephone, contact with school office by receiving inquiries and visitors, delivering messages, and directing students to appropriate settings.
- Records appointments for school administration.
- Receives and directs telephone messages for support personnel in the school.
- Provides administrative support to the school principal in a confidential, professional, and competent manner.
- Clerical duties include computer usage, office correspondence, memoranda, reports and forms, copying, arranging teacher interviews, and distributing materials.
- Bookkeeping and accounting tasks as may be assigned.
- Distributes and sorts all incoming school mail and processes outgoing mail generated by the school.

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- Establishes and maintains files for correspondence, office order catalogues, office reports, office and school memos, school supervision and timetable schedules, and student mark statements.
 - Uses the Administrative package to maintain student records and information as required.
 - Uses Power School for student demographics.
 - Uses the accounting program to maintain records of Type “A” funding. (When Applicable)
 - Processes incoming and outgoing student files.
 - Assists with layout, preparation, and publishing of regular school newsletters and special programs.
 - Assists with preparation of school supply orders including checking and disbursing supplies when received in the school and maintaining records and inventory of supplies.
 - Assists with teacher substitutes and educational assistant routines and maintains records at the discretion of the principal.
 - Assists with graduation and other school events like, concerts, Remembrance Day Programs, etc., by doing clerical preparations and other arrangements.
 - Assists students with office inquiries and appropriate information.
 - Manages student attendance procedures as established by the school.
 - Stores and maintains student medications as directed by the principal
 - Trouble shoots technology problems as directed by the technology department
 - Maintains the school web site
 - Performs other duties as may be assigned.