

**Position:** School Administrative Secretary

**Department:** School-Based

**Reports To:** Principal and Vice-Principal

## **JOB SUMMARY**

The Administrative Secretary contributes to the overall goals and objectives of the School Division by providing administrative, secretarial, and clerical support to the school. This position is essential for maintaining the administrative functions that support school operations, ensuring the smooth and efficient operation of the school office, and providing support services to the principal, staff, and students.

## **PRIMARY RESPONSIBILITIES**

### **Reception/Communication**

- Serve as the first point of contact for students, parents, and visitors by managing phone calls, e-mails, and front-desk inquiries.
- Check and respond frequently to e-mails, handle incoming and outgoing mail, and distribute messages to staff and students.
- Book appointments and schedule meetings.
- Contact parents regarding student injuries, missed lunches, sickness, or absences.
- Operate the public address system, make announcements, and update the announcement logbook daily.
- Handle inquiries from staff and students as necessary.
- Prepare and distribute timely reminders and relevant information for parents.
- Compile, prepare, copy, and distribute monthly newsletters with calendars, and update the school website.
- Prepare registration packages for new students and parents, provide school tours, and process completed forms.
- Support school leaders in the coordination of interviews and prepare schedules/request forms for parent-teacher interviews.
- Manage medical lists for field trips and coordinate communication between families, schools, and the Division.

### **Secretarial**

- Prepare various documents, memos, and letters.
- Maintain accurate student records, including cumulative files, student information system data entry, and processing student transfers.
- File forms, student records, and purchase orders.

- Photocopy and fax documents as required for staff and students.
- Maintain discipline files, sign-in/out sheets, and update information binders.
- Assist the principal with correspondence and other administrative support.
- Organize and maintain a clean general office area.
- Process and distribute student report cards and e-mail or mail them if not picked up.
- Maintain teacher timetables and class lists in accessible formats.
- Prepare and update staff handbooks outlining procedures and policies.
- Manage new attendance forms and stationery for the school year.
- Handle textbook loans/returns and prepare report card envelopes.
- Prepare promotion certificates and compile supply lists.

**Financial/Accounts**

- Process and manage financial transactions and deposits for school funds (e.g., School Cash, Vocational, NITT program).
- Manage purchase orders, including monitoring, faxing/emailing orders, and tracking accounts payable and receivable.
- Maintain a system for tracking expenditures in each account.
- Operate and monitor the cash and other payments, ensuring funds are secured daily.
- Coordinate school programs such as the milk program, including collecting funds and managing milk cards.
- Prepare and deliver bank deposits, perform bank reconciliations, and track budgets monthly.
- Manage petty cash and funds for events.
- Process caution fees, lab fees, and outstanding textbook statements.
- Order and pick up office and general supplies.
- Support school fundraisers, food orders, open houses, awards days, tournaments and other school functions.
- Prepare statements of revenue and expenses for the Division Office and review accounts for the principal.

**Reporting**

- Maintain the student database and electronic attendance records, including contacting parents for absences.
- Submit online Division forms and reports (e.g., maintenance/work orders, bus requisitions, staff leave requests).

- Prepare and submit online reports for employee absences, acting principal, and substitutes.
- Manage incident reports and update student/staff absence records.
- Prepare monthly transportation, photocopier meter, and attendance reports.
- Generate special attendance reports and E.I.S. data for student/teacher transfers.

**Inventory/Miscellaneous**

- Manage general school inventory.
- Copy and laminate information for staff and provide general photocopying services for students.
- Address student injuries and manage related forms.
- Arrange space for clinical professionals and visitors.
- Attend training sessions and meetings at the Division Office as required.
- Orient new staff and distribute school supply lists to students and other schools.

**POSITION QUALIFICATIONS****Required Education and Experience**

- Graduation from grade 12 and a post-secondary program in Office Administration/Secretarial Science course or equivalent.

**Required Knowledge, Skills, and Abilities**

- Proficient in information technology, computer, software application, and secretarial/clerical skills.
- Well-developed communication skills, both written and verbal.
- Commitment to be trained in the Division's applicable software.
- Ability to appropriately deal with and maintain confidential information.
- Ability to be flexible and adjust to changing work assignments.
- Ability to work independently and as part of a team.
- Ability to relate to and work with students.
- Strong organizational skills.

**Preferred Qualifications**

- Experience and training in Microsoft Office.
- Accounts processing background.
- Completion of technology courses and/or training in a variety of applicable technology programs and software.

- Experience working in a school office setting.

## **COMPETENCIES**

### **Organizational**

- Adaptability: Ability to be flexible and adjust to changing work assignments.
- Teamwork: Ability to work as part of a team.
- Confidentiality: Understanding of and an ability to appropriately deal with and maintain confidential information.

### **Role Specific**

- Administrative Support: Ability to provide comprehensive administrative, secretarial, and clerical support effectively and efficiently.
- Communication: Constant communication and interaction with people inside and outside of the division on a daily basis, requiring the ability to handle complex interactions.
- Problem-Solving & Judgment: Variable problem-solving skills, able to infer solutions based on established procedures and practices; may require some interpretation, persuasion, or negotiation to handle problematic situations.
- Attention to Detail: High intensity and more than 4 hours of mental concentration and attentiveness are required throughout the day.
- Information Management: Considerable responsibility for collecting and recording information, creating and distributing databases or spreadsheets, including handling highly confidential information.
- Financial Acumen: Compiles, records, and maintains financial information.

## **WORK CONDITIONS**

### **Physical Demands**

- Low intensity of physical effort.

### **Environment**

- Primarily an office environment, but interactions with staff, students, and the public are constant.
- Expected to work effectively under pressure and within defined timeframes.
- Some exposure to disagreeable elements is possible.
- Minor to moderate risk of injury, harm, or illness.