



STEWARTSVILLE C2 SCHOOL DISTRICT

SCHOOL SECRETARY JOB DESCRIPTION

The school secretary performs an essential role in the smooth operation of the school and provides key support services to all the stakeholders including staff, students and parents.

General Purpose

To perform a variety of secretarial, clerical and administrative duties in support of the operation of the school and in support of the administration, staff, students and parents.

Salary: Dependent on experience (10 month Position)

Main Job Tasks, Duties and Responsibilities

Filing systems and database management

- set up and maintain filing systems for students and staff - paper and electronic
- create, maintain and enter information into databases
- locate and attach appropriate files to incoming correspondence requiring a response
- locate and provide data as requested

Student and staff attendance

- track student and staff attendance
- verify parents' and doctors' notes and investigate any discrepancies in attendance information
- notify parents of student absences
- process and track staff leave requests
- coordinate substitute personnel for absent staff members
- keep accurate staff and student attendance records and submit reports as required

School processes and procedures

- manage school processes and procedures to ensure compliance with school and District regulations
- enrol and withdraw students from school in accordance with school and district procedures
- meet with new students and parents to complete registration and orientation process
- coordinate and monitor safety procedures for the purpose of ensuring safety of students and staff

Schedules and calendars

- schedule and confirm appointments for staff members
- maintain appointment and event calendars

Financial duties

- receipt and deposit all monies collected from staff

Reports

- gather and collate information to prepare data-related reports
- produce reports in compliance with legal and administrative requirements

Communications

- prepare and distribute appropriate communications including newsletters, emails and announcements
- prepare a variety of documents including correspondence, agendas, event programs, reports, schedules and calendars

Front desk duties

- serve as a central information point to the public, students and staff regarding school-related matters and procedures
- answer incoming calls, provide information, direct calls where necessary and take messages
- greet visitors, handle inquiries and direct visitors to the appropriate destination

Education and Experience

- relevant training or qualification
- working knowledge of relevant software applications including database management
- knowledge of current office operations and procedures
- working knowledge of standard office equipment
- proficient in spelling, punctuation, grammar and other English language skills
- proven experience of producing communications and documents
- knowledge of school policies and procedures

Competencies and Skills

- organizational and planning skills including the ability to maintain an effective balance between assigned task.
- problem-solving skills
- able to exercise sound judgment in making decisions
- attention to detail and accuracy
- confidentiality, integrity and adherence to ethical standards
- team member
- energy and enthusiasm