

JOB DESCRIPTION

Position: School Secretary

Position Summary: Under the supervision of the Administrator/Secretary-In-Charge, maintain databases and perform clerical and word processing duties.

POSITION DUTIES

RESPONSIBILITIES

- | | |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Records | <ul style="list-style-type: none"> • maintain computerized databases • provide reports as required by school district operations and Ministry of Education • maintain the computer programs by providing program backup, database maintenance, installing new program updates, updating manuals and monitoring all database activities • advise parents of absence |
| 2. General Clerical | <ul style="list-style-type: none"> • prepare a variety of materials including correspondence, reports, minutes, purchase orders, expense claim forms or newsletters, etc., using a variety of computer programs • assist in minor first aid and advise parents of injury or illness • receive and verify invoices and the delivery of goods • maintain a variety of files and records • contact replacements for staff absences and maintain and monitor employee absence reporting system • maintain and reconcile petty cash fund • receive and receipt monies and prepare bank deposits |
| 3. Communication | <ul style="list-style-type: none"> • receive, screen and direct phone calls and mail • communicate with staff, students and others and respond to inquiries and provide general information • respond to angry or upset staff, students and others • maintain confidentiality of information |

Other comparable or transient duties which are within the areas of knowledge and skills required by the job description may also be assigned.

Qualifications, Fitness and Ability

Completion of Grade 12.

Six months recent successful experience in secretarial positions.

Typing 60 wpm.

Proven ability to operate a computer with word processing, database, spreadsheet and communication applications.

Demonstrated ability to communicate effectively, both orally and in writing with students, employees and the public.

Excellent clerical skills.

Demonstrated organizational skills.