

JOB DESCRIPTION

Position: Administrative Secretary (Middle)

Position Summary: Under the supervision of the Administrator, maintain responsibility for the operation of a Middle School office including supervising staff, maintaining databases, and performing financial, administrative and clerical duties.

POSITION DUTIES

RESPONSIBILITIES

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| 1. Supervision | <ul style="list-style-type: none"> • supervise school office staff • assign, schedule and check work, explain work procedures and establish work priorities |
| 2. Administrative Clerical | <ul style="list-style-type: none"> • prepare a variety of materials including correspondence, reports, minutes, purchase orders, forms, newsletters, etc. using a variety of computer programs • research suppliers, obtain prices and prepare requisitions and purchase orders and receive and verify invoices and the delivery of goods • maintain and monitor the school supplies and equipment inventories • contact replacements for staff absences and maintain and monitor employee absence reporting system • maintain a variety of files and records • assist in minor first aid and advise parent of injury or illness • obtain and maintain the necessary WorkSafeBC first aid requirements • coordinate the work of student or parent volunteers within the office |
| 3. Computerized Administration | <ul style="list-style-type: none"> • maintain computerized databases • provide reports required by school district operations and Ministry of Education • build/develop templates to construct reports • 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 |
| 4. Bookkeeping/Accounting | <ul style="list-style-type: none"> • monitor school/district accounts for accuracy and variances • maintain records of all school financial transactions • prepare bank reconciliations • maintain and reconcile petty cash fund |

- receive and receipt monies and prepare bank deposits
5. Communication
- 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 plus 6 months post-secondary secretarial training, which includes Basic Accounting Courses equivalent to Okanagan College BAC 11 and BAC 12.

Two years recent successful experience working as an Administrative Secretary or Computerized Administration Secretary in a school.

Typing 60 wpm.

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

Capability to supervise school office staff.

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

Excellent clerical skills.

Demonstrated organizational skills.