



JOB TITLE: SECRETARY

Position Type: Full Time

SUMMARY: The School Secretary plays a key administrative role in supporting the school's daily operations. This position is responsible for handling a variety of tasks that ensure the smooth and efficient functioning of the school office. The Secretary serves as a primary point of contact for staff, students, parents, and the community, while providing administrative and clerical support to school leadership. The ideal candidate will be organized, detail-oriented, and able to work in a fast-paced, school environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Administrative Support:

- Provide general administrative and clerical support to the principal, teachers, and school staff
- Manage and maintain school records, files, and documents in compliance with school policies and legal requirements
- Prepare and edit correspondence, reports, newsletters, and other documents as requested by school leadership
- Assist in preparing agendas, taking minutes, and distributing notes for meetings

Communication and Liaison:

- Act as the first point of contact for parents, students, staff, and visitors, either in person, by phone, or via email
- Ensure timely communication regarding school events, closures, or emergencies to students, parents, and staff
- Coordinate and schedule appointments, conferences, and meetings for the school leadership team
- Respond to inquiries, requests for information, and direct individuals to appropriate staff members or resources

Student and Family Support:

- Assist with student enrollment, registration, and attendance processes
- Support the preparation and distribution of student-related forms, notices, and other materials
- Help maintain accurate student attendance records and assist in following up on absenteeism



- Coordinate and communicate with parents regarding student performance, schedules, and school events

Office Management:

- Manage office supplies, inventory, and equipment to ensure availability and functionality. Maintain and organize office spaces to ensure an efficient and welcoming work environment
- Assist in processing payroll and maintaining staff attendance records as required.
- Maintain school calendars, including scheduling events, meetings, and appointments
- Assist in the preparation of budget reports and maintain accurate financial records for the office

Data Entry and Reporting:

- Maintain accurate and up-to-date records for student enrollment, attendance, and academic performance
- Assist with data entry into school management software and ensure data integrity.
- Prepare regular reports for administration, including attendance summaries and other required documentation

Event Coordination and Support:

- Assist with organizing school events, activities, and special programs
- Coordinate logistics for events, such as setting up spaces, coordinating schedules, and communicating with parents and staff
- Provide support for school functions and after-school programs as needed

Other Duties as Assigned:

- Assist with other administrative tasks as assigned by the principal or office manager.
- Provide backup support for other administrative roles, such as the receptionist, as necessary

QUALIFICATIONS:

- High school diploma or equivalent (Associate's degree or higher preferred)
- Proven experience in an administrative or clerical role, preferably in a school or educational environment
- Strong organizational skills and attention to detail
- Excellent communication skills, both written and verbal
- Ability to maintain confidentiality and handle sensitive information with discretion

- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Strong interpersonal skills and the ability to work effectively with students, parents, and staff

WORK ENVIRONMENT:

- The position is Monday through Friday, during school hours, with occasional evening or weekend hours for special events
- The work environment is fast-paced and requires multitasking and attention to detail
- Physical demands include sitting for extended periods and occasional lifting of supplies or material

