



# Grande Prairie <sup>and District</sup> Catholic Schools

## Job Description

### SCHOOL SECRETARY 1

Date Created	June 2018
Date Amended	

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#### **Reports To**

School Principal

Director of Finance

#### **Summary**

The School Secretary 1 is responsible for providing the District and School Administration with efficient, organized clerical services as well as providing support to the staff, students and parents, as required.

#### **Qualifications**

##### **Formal Education**

- Completion of a post-secondary certificate or diploma program for administrative assistants.
- Knowledge of Financial process and systems

##### **Experience**

- 5 years of formal experience performing responsible clerical and secretarial work.
- Other combinations of applicable education, training, and experience, which provide the knowledge, abilities, and skills necessary to perform the position may be considered.

##### **Competencies**

- Strong secretarial background with Microsoft Office, bookkeeping, and Internet
- Good organizational skills and the ability to multi-task
- Excellent interpersonal and communication skills
- Able to work independently and as part of a team
- Positive and progressive attitude
- Courteous manners with the public and staff

- Punctual, meticulous and reliable
- Ability to prioritize and work independently on projects as assigned
- Enjoy working with people
- Experience with a multi-line phone system
- Keyboarding skills (60+ wpm)

## **Duties and Responsibilities**

### **Reception**

- Answer the telephone in a professional, friendly and efficient manner
- Present a business-like and welcoming atmosphere to people entering the office
- Provide correct information in response to queries, within the FOIP regulations
- Register students and obtain and maintain their cumulative records
- Collect school fees

### **Recordkeeping**

- Maintain accurate, up-to-date financial records; and student data
- Maintain accurate and up-to-date staff and student attendance records
- Provide required data to Catholic Education Centre and Alberta Education in a timely manner
- Maintain up-to-date policy manuals and other informative documents and/or forms
- Complete necessary forms (e.g. student accident reports)

### **Communication**

- Distribute incoming and outgoing mail including facsimile, e-mail, scanner, etc.
- Provide secretarial support for written communications, letters and bulletins
- Update and maintain newsletters, webpage, social media accounts, etc.

### **Supervision**

- Supervise, assign responsibility areas and schedules breaks for other school secretaries
- Maintain a safe environment for students who are waiting in the office area

### **Other**

- Provide support for various school needs as identified by administration
- Provide clerical support to teachers as approved by administration
- Banking duties, as assigned
- Maintain office supplies and inventory control
- Dispense prescription medication
- Other responsibilities as assigned by the School Principal
- Order all supplies from various vendors with principal approval

- Other duties as assigned

**Work Conditions**

- Position requires the ability to operate a computer and related office equipment for sustained periods of time
- Position requires the ability to handle constant interruptions with a positive and patient attitude
- Position typically requires sustained operation of keyboard devices
- Regular exposure to noise and a regular flow of people around the office
- Frequently assigned to changing priorities
- May be required to work overtime

**Health and Safety**

- Each employee is required to become familiar with and adhere to Administrative Procedure 129 – Occupational Health & Safety, and AP130 – Safe & Healthy School Environment.
- Each employee is to ensure that they are following safe work methods and relevant regulations.

**Acknowledgement and Agreement**

The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and will not be construed as a detailed description of all the work requirements that may be inherent in the job. Employees may perform other related duties and tasks as required to meet the needs of the operation.

I acknowledge that I have received and reviewed this job description.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_