

SCHOOL SECRETARIES

POSITION SUMMARY: The Secretary, in consultation with and under the supervision of the Principal, is responsible for assisting the Senior Secretary in the effective, efficient and functional day-to-day operation of the school office.

MAJOR RESPONSIBILITIES:

The school secretary's role is to support the Senior Secretary in any of the following tasks as assigned:

1. Maintain student database with accurate information including emergency contacts and student enrolment figures to allow for accurate ministry reporting.
2. Ensure completion of student registration packages and entry into SASI system.
3. Maintain and reconcile school bank account and Imprest account. Report necessary adjustments/requirements to Finance Department.
4. Verify absences in the TSSI system and assign budget numbers where necessary. Pre-arrange substitutes for absences and in-services/board conferences as requested by principal.
5. Place orders for the school through the SAP Finance System. Ensure delivery and distribution of same as well as completion of goods receipt.
6. Prepare both monthly and periodic reports within established time lines.
7. Receive, open and direct mail, email and faxes. Distribute board-approved notices as well as information regarding summer school, international language and board-sponsored programs.
8. Enter student attendance daily; produce daily, weekly, monthly reports as well as maintain student registers
9. Under the direction of the principal, prepare and maintain the data within the OSR's, including the transfer and forwarding of information.
10. Respond to internal and external telephone calls and greet visitors to school.
11. Book appointments, coordinate or assist in the coordination of school-based events, i.e. JK orientation, school excursions, dental hygiene, school pictures interviews, etc.

12. Maintain student transportation data and prepare lists for teachers.
13. Provide first aid to students when required. Prepare and maintain reports related to students' injuries/accidents.
14. Type Principal's/designate's correspondence: letters, reports, memos, confidential correspondence, newsletters, accident reports, suspensions, etc.
15. Maintain an organized, efficient filing system in accordance with the Board's Records Management System.
16. Assist Senior Secretary/other Secretaries in completion of the workload.