



Section: **Roles and Responsibility**  
Policy #: **1860**  
Policy: **Role of School Secretary**

Date Approved: November 20 2004  
Revision Dates:

The following is the typical job description for this position in Nelson Diocese schools, however it may vary from school to school.

**RESPONSIBLE TO:** School Principal

### **DUTIES AND RESPONSIBILITIES**

The following are typical of the duties and responsibilities of a school secretary. Some specific duties may vary from school to school:

#### **Clerical**

1. Type letters, documents, forms, newsletters, etc. for the Principal and teachers.
2. Input information into computer system.
3. Maintain an orderly filing and recording system including:
4. administrative files
5. personnel files
6. student files
7. Maintain a record of daily attendance of students and staff.
8. Process incoming and outgoing mail.
9. Ordering and monitoring office supplies.
10. Processing requisitions and receipt of goods and supplies.
11. Provide clerical support to the School Council.
12. Maintain records and provide statistics and reports as required.
13. Photocopying for Principal and School Council.
14. Maintain an inventory of school supplies.
15. Keep a record of accidents and illness of both students and staff, along with a record of substitute teachers for staff.

#### **Reception**

1. Handle all enquiries from teachers, parents, students and general public.
2. Answer all incoming calls.
3. Take messages for staff and students.
4. Maintain the school appointment book.
5. Receive monies and issue receipts.
6. Receive visitors and provide with refreshments.

#### **Other**

1. Take minutes at board, committee or staff meetings as required.

2. Prepare meeting rooms.
3. Administer first aid to students and inform parents of injury or illness.
4. Sale of supplies and uniforms.
5. Supervise other clerical staff.
6. Maintain a petty cash and other in-school accounts.
7. Perform other duties as required by the Principal.

#### **EDUCATION AND EXPERIENCE**

1. Secondary school graduation with post-secondary training in secretarial/business programme including computer technology applications is preferred.
2. Experience in a school or similar institution preferable.
3. Training and/or experience in first aid an advantage.

#### **KNOWLEDGE, ABILITIES AND SKILLS**

1. Considerable knowledge of business English including spelling, punctuation and grammatical usage.
2. Considerable knowledge of computer technology associated with school office practice.
3. Considerable knowledge of filing, sorting, checking, posting, proof-reading and other related office practices.
4. Ability to type - minimum of 60 wpm.
5. Ability to maintain a filing system and keep clerical records.
6. Ability to operate standard office equipment i.e., computer, calculator, copying machine, fax.
7. Ability to communicate with students, staff, parents, and the general public.
8. Ability to operate and maintain basic financial records e.g., petty cash account, receiving monies.