

Duties of School Secretaries

School secretaries are assigned to the school to provide clerical support to the principal and to provide help for visitors in the school.

1. Greet and assist visitors to the schools.
2. Maintain incoming and outgoing mail.
3. Answer phone and relay messages.
4. Attend to data processing, photocopying, and laminating needs as directed by the principal. **Rev 8 Apr 97(181)**
5. Collect money for school projects and record financial transactions as needed.
6. Control petty cash and prepare statements.
7. Maintain school supply inventory and prepare supply orders.
8. Maintain sundry supplies such as first aid, stamps, etc.
9. Arrange for repairs, and servicing of school equipment, etc.
10. Assist students and staff with requests for films, supplies, resources, etc.
11. Receive and send EMAIL messages.
12. Maintain computer files.
13. Assist with preparation of month-end reports.
14. Record student/staff absenteeism.
15. Make announcements on intercom as required.
16. Set up appointments as required by the principal.
17. Process purchase orders as required.
18. Maintain student registry, cumulative files, and mark records as required.
19. Filing student reports, correspondence, etc.
20. Maintain confidentiality re school matters.
21. Carry out any other reasonably related duties as assigned by the school principal.

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