**School Secretary Job Description**

St. John School is looking to fill a new school secretary position. This position would consist of working 10-15 hours per week. Ideally, the hours would be on- site from 8:00am-11:00am. However, setting the days and hours would be mutually agreed upon with the faculty and school board (for example, some hours could be done from home or done on certain days.)

This person would be friendly and the “voice of the school” to welcome visitors and potential school families. The secretary would need to be comfortable using the computer in order to email, publish a weekly newsletter, update the school website, go to and navigate various websites, etc.

Duties would include, but not be limited to:

* Answering the phone
* Bookkeeping – balancing the school checkbook, lunch money, chapel money, sending out tuition receipts and statements
* Ordering school supplies – textbooks, office supplies, classroom materials, milk, etc.
* Record Keeping – updating student files, immunization records, general school records
* Reporting necessary student information to state and county offices
* Errands – getting school milk, taking deposits to the bank, mailing out transcripts