



St. Robert Catholic School - Flushing
School Secretary
Job Description



Accountability: Reports to Principal overall and coordinates with Office Manager

Supervisory Responsibility: None

Hours: Part-time/30 hours per week

General Summary: The school secretary is the welcoming face of the school to incoming families. Through organizational and interpersonal skills he or she assists in the ministry of the principal and the overall mission of the school to bring each and every student to the Gospel message of Jesus Christ.

Duties and Responsibilities:

Is the first “face” that people see. This role represents St. Robert School and Parish on all fronts. This person will greet and interact with all visitors, students, and staff with utmost respect and kindness, even in stressful situations.

- Provides information and assistance to school personnel and the public in a variety of matters requiring a detailed knowledge of rules, procedures, policies, precedents and activities.
- Establishes and maintains filing and database systems, including student attendance and demographic data.
- May follow up with families after the introduction and tour of school.
- May schedule appointments and meetings for the principal.
- Processes forms, applications, documents, records, and other documents in support of the site functions and programs.
- Greets and assists visitors to the office; controls safe access to the building by visitors.
- Processes and maintains assigned operational and school office records including, but not limited to, attendance, enrollment, health, lunch count, student cumulative information, and assists with registration.
- Receives, sorts, and distributes incoming mail. Prepares bulk mailings as needed.
- Operates and coordinates maintenance for office equipment including computers, faxes, telephones, and printers.
- Attends meetings as assigned. Records, transcribes, and distributes minutes of proceedings as directed.
- Assists with injuries/sickness and maintains accurate documentation of occurrences.
- Maintains confidentiality of all communications and files.
- Keeps lobby and reception area neat and orderly.
- Contacts substitute teachers (is ready by 5:30am to receive calls/messages).
- Performs other duties as assigned.

Knowledge, Skills, and Abilities

Education:	High School Diploma with additional coursework in office skills.
Experience:	Minimum two years of progressively more responsible secretarial and clerical experience, preferably in a school setting.
Require:	Must be able to maintain confidentiality. Must be a practicing Catholic, active in a parish. First Aid/CPR certificate to be updated yearly. Must be a fluent user of Microsoft Office and Google Workspace.
Physical Demands:	The employee's responsibilities include prolonged periods of sitting, performing repetitive hand motions, and answering phone calls. However, it is also a physically active role, requiring significant time on their feet. The position involves occasional standing, stooping, and bending while filing. The employee is required to work onsite Monday through Friday and must be capable of lifting up to 40 pounds.

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.