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# Example of School Secretary Job Description

Our company is looking to fill the role of school secretary. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for school secretary

* Arrange meetings as required, notify participants, and arrange for all materials, food, facilities, AV equipment, budgets, travel, and support functions
* Assist with the organization, preparation and ordering for receptions, open houses, information sessions and other University events
* Supervise and coordinate schedules for student workers
* Provide coverage for other clerical staff in the School of Health Sciences as requested
* Some occasional weekend and evening coverage may be required for special events
* Run weekly eligibility reports for grades and daily attendance reports
* Process paperwork in order for students to participate in athletics and activities
* Process coach’s and activity sponsor’s paperwork
* Schedule games
* Order buses for sports and school-wide field trips

## Qualifications for school secretary

* Ability to work with BANNER
* Ability to multi-task and deal with shifting priorities
* Ability to produce letters, tables, and documents using an alphanumeric keyboard
* Demonstrated ability to maintain confidentiality and record of personal integrity
* Have knowledge of computer functions and programs, including word
* Demonstrate a working knowledge of basic office equipment