

## **CASUAL SCHOOL ADMIN ASSISTANT**

### **DEFINITION**

This is responsible casual secretarial work in a school. Reporting to the principal or designate, the casual employee is responsible for the independent operation of the secretariat.

A significant component of the job involves coordinating clerical and secretarial services in the school and relieving the principal or vice principal of administrative duties. This may also include preparing reports for the principal; composing, and in some cases, signing correspondence other than routine or form; maintaining school funds; securing the vault; duties related to school graduation and school rentals. assisting with requesting supply teachers.

Work may also include typing, keyboarding, preparing correspondence, tables, reports, forms, memoranda and other material from drafts, copies or dictation; interpreting rules, policies and procedures. preparing, processing, and auditing records and other information; establishing and maintaining filing systems including electronic filing systems; maintaining and distributing office and equipment supplies. performing inventories; receptionist duties; opening, reading, and distributing mail and answering or suggesting follow-up action; operating a full range of office equipment; performing computer operation such as data entry on students' records, processing, and retrieval; taking, transcribing and distributing. minutes of meetings.

N.B. Other related responsibilities may be assigned from time to time as may become necessary to the operation of the school.

### **QUALIFICATIONS**

Graduation from high school including or supplemented by business education courses including. computer courses and other courses relative to the position assignment, and a minimum of one year's related work experience; or any equivalent combination of training and experience.