Corpus Christi School Secretary

The secretary is one of the most important roles at Corpus Christi School. It has initial and ongoing contact with students, families and the public. We are seeking a warm, friendly, positive and respectful qualified person to work in our front office between the hours of 7:30 and 4:00pm, Monday-Friday. This high profile benefits eligible position reports directly to the Principal.

Responsibilities include, but are not limited to:

- **Office tasks**: managing mail, email communications, accepting deliveries, answering the phone
- **Office management**: using and managing others' use of the copier, fax machine, laminator and scanner. monitoring student sign out and visitor sign in during the day
- **Supply management**: monitoring inventory and ordering supplies as needed
- **Record management**: daily attendance, maintaining student and family database and files, monitoring documentation required for parent volunteers
- **Health/Safety**: administering first aid and emergency support as needed, dispensing medication to students as needed, filling out and filing injury and incident reports, supporting the Vice Principal in upkeeping medical and health records.
- **Principal and staff support**: preparing reports as requested, managing the Principal’s calendar, managing and updating the school’s public calendar, updating the Principal about incidents needing attention
- **Admissions**: supporting the enrollment committee for open houses and marketing materials, maintaining information and databases for applicants
- **School events**: supporting various parent teams in running school events such as the Walk-a-thon, Silent Auction, Graduation, Sports, etc
- **Facilities management**: Managing upkeep on the faculty room, front lobby, and office appearance. Coordinating with maintenance personnel for repairs and janitorial services as needed.
- **Bookkeeping support**: issuing receipts for monies collected, date stamping checks and invoices received and filing them with the bookkeeper.
- **Other duties as assigned

Important dynamics:

- As the first source of the contact with public, the secretary must have the ability to articulate the school’s mission and philosophy
- Maintaining the office environment while multitasking under interruptions, pressure and conflicting deadlines
- Keeping confidentiality of discussions and information

Minimum Qualifications/Requirement

- High School diploma required, Clear Health Screening & TB test
- Pass Criminal Background Check
- Demonstrated proficiency in Microsoft office suite, G suite, & Apple pages
- Strong interpersonal communication skills

Preferred requirements

- Bachelor's degree
- Practicing Catholic
- PowerSchool proficient
- Private school experience

Please email cover letter, resume, & salary history to: principal@corpuschristischool.com