



School Secretary

Position Overview:

The school office assistant plays a vital role in supporting the administrative operations of the school's main office. This position involves providing clerical and administrative support to school administrators, faculty, students, and parents and ensuring the smooth functioning of the office on a day-to-day basis. The Office Assistant is a central point of contact for parents, students, staff, and visitors and contributes to creating a welcoming, professional, and hospitable atmosphere within the school office. This person shall be spiritually mature to help foster a gospel-centered, joy-filled environment to fulfill the school's mission.

Key Responsibilities:

Administrative Support:

- Assist with general administrative tasks, such as answering phones, responding to emails, and managing correspondence.
- Greet visitors, students, and parents professionally and courteously and direct them to the appropriate personnel or resources.
- As needed, assist with data entry, record-keeping, filing, and other clerical duties.

Student Services:

- Provide support to students and parents regarding enrollment, registration, and scheduling.
- Maintain accurate student records, including attendance and report cards.
- Assist with distributing and collecting forms, permission slips, and other student-related documents.
- Assessing and caring for sick and injured students, including administering medication. Assist in maintaining health and safety protocols within the school, including updating emergency contact information, coordinating drills, and managing first aid supplies.

Communication:

- Assist with maintaining communication channels between school administrators, faculty, staff, students, and parents.



- Assist with preparing and sending announcements, TCS Updates, and other communications to the school community.
- Assist with managing the school's website, social media accounts, and other digital communication platforms.

Front Desk Operations:

- Manage the front desk and reception area, including greeting visitors, answering phones, and handling inquiries.
- Coordinate visitor sign-in procedures, issue visitor badges, and ensure compliance with security protocols.
- Maintain cleanliness and organization of the front desk area and staff work area.

Office Management:

- Assist with maintaining office supplies inventory, ordering supplies, and coordinating equipment maintenance and repairs.
- Assist with scheduling appointments, meetings, and conferences for school administrators and staff.
- Assist with coordinating office logistics, including mail distribution, package deliveries, and office equipment usage.

Special Projects and Events:

- Assist with organizing and coordinating special projects, events, and activities as assigned by school administrators.
- Provide support during school events, such as open houses, parent-teacher conferences, and graduation ceremonies.
- Collaborate with other staff members to ensure the successful execution of school events and initiatives.

Qualifications:

- Fully supports TCS's mission
- A high school degree and work experience in office administration is preferred.
- Computer proficiency in Google Suite as well as the school's administrative database and familiarity with office equipment and software systems.



- Excellent communication skills, both written and verbal, with the ability to interact professionally.
- Strong organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
- Attention to detail and accuracy in data entry and record-keeping.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Previous experience in a school or educational setting is an asset.
- Enjoys working in a fast-paced environment.
- Takes initiative.
- Executes things independently when needed and works cooperatively with a team regularly.
- Current First Aid/ Child CPR Certification

Schedule:

Work Schedule: Monday through Thursday, 7:30-4:00 PM, with work from home hours on Fridays. Some flexibility is required for occasional evening or weekend events or meetings.