School Secretary

The School Secretary provides the first warm, encouraging welcome to the administration, teachers, students, parents, volunteers, and the public. This person is responsible for greeting people, answering phone calls and emails, processing paperwork, and assisting administrators and teachers to ensure the school operates efficiently and effectively. This person shall be spiritually mature to help foster a gospel-centered, joy-filled environment to fulfill the school's mission.

Classification: Part-Time, Hourly

School Year: School days are Monday through Thursday, 11:00 am-3:30 pm.

Hourly: $22-25/hour depending on experience

Skills and Requirements

- Fully supports TCS's mission
- Fully agrees with TCS's Statement of Faith
- Ability to develop positive and cooperative relationships with staff, students, families, and the public
- Skill in effective organization and efficiency
- Skill in accuracy and attention to detail
- Computer proficiency in Google Suite as well as ClassReach
- Ability to communicate clearly and warmly both verbally and in writing in a professional and courteous manner with staff, students, families, and the public
- Uses proper grammar, spelling, and punctuation
- Ability to complete multiple tasks with frequent interruptions
- Ability to communicate with discernment, discretion, and confidentiality
- Trained in child CPR/First Aid with current certification
- Schedule flexibility to accommodate school-related activities, including evening events
- Demonstrates a growth mindset

Servant Leadership

- The person in this position is to serve the school community to the best of his/her ability. Gifts of kindness, graciousness, and hospitality are vital since this position portrays the image of Trinity to faculty, staff, parents, students, and guests.
- Servant leadership role serving and supporting students, parents, teachers, and administration to foster a Christ-centered ministry.

- Communicate professionally and effectively with high standards of ethics, honesty, and integrity in all personal and professional matters.
- Abide by the Matthew 18 principle of resolving conflict.

Responsibilities

- **Support Administrative Team:** Provide the Head of School and Academic Dean with professional assistance to help them stay organized and complete tasks that allow them to focus on more advanced responsibilities for the school.
- **Reception and Communication:** Warmly greet visitors, students, and parents, and provide them with necessary information. Serve as the primary point of contact for inquiries and direct them to the appropriate staff members.
- **Administrative Support:** Provide general administrative support to the school, including promptly answering phone calls, texts, responding to emails, opening mail, and handling correspondence.
- **Campus Support & Safety:** Maintain a presence in the school office at all times. Monitoring and enforcing security protocols and procedures, such as access control, visitor sign-in, and identification badges, and locking up at 3:30 PM. Oversee campus cleanliness, trash removal, and light janitorial support as needed.
- **Filing and Documentation:** Organize and maintain files, records, and documents in both physical and electronic formats. Ensure confidentiality and accuracy in record-keeping.
- **Office Supply Management:** Monitor and order office supplies, ensuring adequate stock of necessary materials at all times. Keep track of inventory and process purchase orders.
- **Correspondence and Reports:** Draft, proofread, and edit correspondence, reports, newsletters, and other documents as needed
- **Attendance and Absence Management:** Track student attendance, monitor tardiness, and follow up with administration regarding absences. Update attendance records and generate reports as necessary.
- **Health:** Assessing and caring for sick and injured students. Assist in maintaining health and safety protocols within the school, including updating emergency contact information, coordinating drills, and managing first aid supplies.
- **Technology Support:** Provide basic technical support, troubleshoot equipment, and assist staff with using various software applications and tools.