



Job title: Upper School Academic Secretary

Department: Upper School

Reports to: Head of the Upper School

Position summary: The Academic Secretary reports directly to the Head of the Upper School. The Secretary's primary responsibilities are to answer all incoming calls at St. Anne's-Belfield Upper School, maintain the front office for students, parents and visitors, and provide clerical support for the Head.

Position responsibilities:

- Answer all incoming phone calls, directing these calls to the proper departments, taking messages. Answer Head's private line if needed.
- Maintain front office to assist Students as needed, administer medications to the children as directed by parent/guardian/doctor.
- Maintain certifications and/or up to date training required for medications, etc.
- Maintain and update records of absences and lateness for students
- Maintain the Sign-Out and Sign-In list of students.
- Sort incoming mail and deliver to faculty mailboxes.
- Prepare and deliver outgoing mail to post office/box each day.
- Direct admission inquiries to proper person.
- Prepare permanent files for each new student.
- Maintain guest teachers (substitute) list and set up schedules for their visits.
- Assist faculty and parents with conference schedules.
- Maintain records for fire drills and schedule monthly fire drills.
- Maintain emergency contact forms for the Upper School office
- Copy transcript records and forward to requesting school after checking with Business Office.
- Maintain and distribute keys to faculty and staff as needed.
- Maintain/update class lists
- Assist with special mailings, such as end-of-year mailings, back-to-school mailings, periodic mailings to parents.
- Order supplies for the office, sickroom, and faculty lounge.

- Maintain equipment throughout the school, i.e., printers, copiers, fax
- Be in Upper School Office for Curriculum Night.
- Maintain hard copy and/or electronic filing system.
- Plan and prepare regular faculty gatherings and celebrations.
- Keep Crisis Bag contents current.

Essential skills:

- Time management: the ability to organize and manage multiple priorities
- Command of confidentiality and tact
- Strong Customer Service to faculty, staff, parents, students and visitors
- Excellent interpersonal and communication skills
- Work collaboratively in a team environment
- Commitment to School's mission
- High level of expertise with Microsoft Office, Google (Docs, Sheets, Gmail, Calendar, Drive, etc.) database management, and the ability to learn internal systems (Veracross, Axiom)

Education and experience:

- **Minimum:** High School degree
- **Preferred:** College degree or Clerical experience

Reporting to this position: No direct reports

Physical demands and work environment: Working conditions are normal for an office environment. While performing the duties of this job, the employee is regularly required to stand, sit; talk, hear, and use hands and fingers to operate a computer, keyboard and telephone. This position also requires the ability to occasionally lift office products and supplies, up to 20 pounds. Hours outside of the normal office day will be required during certain school events as determined by the Head of the Upper School.

***This job description is not intended to be a detailed listing of job duties/functions, however, its intention is to provide a summary of job duties/functions.*