

SENIOR OFFICE ADMINISTRATOR #007

CUPE 2357 – Level 6

CORE FUNCTION:

Under the direction of the Principal, the Senior Office Administrator provides secretarial and administrative services to the Principal, Vice-Principal(s), staff and students, maintains school accounts, liaises with staff, students, parents, agencies and visitors and supervises and coordinates the day-to-day operation of the support staff.

MAIN DUTIES:

Maintain school accounts:

- controls school generated revenues (ex. student fees, fundraisers, field trips, etc.)
- establishes and maintains accounts for the allocation of school generated funds in Quicken
- establishes and enforces procedures for the maintenance of school bank accounts
- provides input in to the budget
- maintains accounting records for the budget
- approves and monitors expenditures from the school generated fund and petty cash
- reconciles accounts at month and year end
- maintains the GST accounts

Administrative support:

- provides administrative assistance to the Principal (ex. directing calls, scheduling appointments, processing mail, preparing correspondence, completing suspension forms, parking passes, etc.)
- advises staff of deadlines for provision of information
- maintains confidential student records
- manages the use of school facilities by outside community groups
- prepares teacher performance appraisals
- coordinates leave requests, holiday schedules and daily routines for support staff
- purchases goods through the ATS system
- provides instruction to staff
- tracks teacher attendance
- coordinates the printing of exams and their confidential storage
- ensures safety of anaphylactic students by establishing and communicating procedures for dealing with incidents

Word processing/ESIS:

- performs data entry and retrieval
- prepares newsletters, announcements, certificates, etc.
- completes Board forms (ex. Attendance, enrolment reports, accounting)
- completes accident report forms
- inputs data for Ministry reports

Communication:

- liaises with staff, students, parents, visitors, outside agencies and others who visit the school
- maintains school calendar
- assists support staff in dealing with angry parents, students, etc.
- assists ill or injured students

SUPERVISION OF STAFF

Supervises up to 5 office staff

QUALIFICATIONS:

- Secondary school graduation
- One year of community college
- 3 years of related experience
- Keyboarding speed of 60 w.p.m.
- Proficiency in word processing
- Ability to work independently
- Tact, diplomacy, discretion
- Good telephone manner
- Ability to organize, prioritize, meet deadlines and handle pressure

Individuals who possess an equivalent combination of education and experience may also be considered.