



**Job Description:** Office Administrator at Saint Joseph School, West Warwick

As an Office Secretary in a Catholic school, you will play a crucial role in supporting the school's administrative functions. Your responsibilities will include managing office operations, providing clerical support, and ensuring effective communication within the school community. In addition, you will need experience with FACTS SIS (Student Information System) to handle student records and data management efficiently.

**Key Responsibilities:**

- Administrative Support: Provide general administrative support to the school, including managing phone calls, emails, and correspondence, scheduling appointments, and maintaining office supplies.
- Student Records Management: Utilize FACTS SIS to maintain accurate and up-to-date student records, including enrollment, attendance, grades, and other relevant information.
- Communication: Serve as a point of contact for students, parents, and staff, ensuring effective communication and providing information as needed.
- Data Entry and Reporting: Enter data into the school's systems, generate reports, and assist with data analysis as required.
- Event Coordination: Assist in organizing school events, such as parent-teacher conferences, meetings, and special programs, by coordinating logistics and providing administrative support.
- Confidentiality: Handle sensitive information with discretion and maintain confidentiality by school policies and regulations.
- Collaboration: Work closely with teachers, administrators, and other staff members to support the smooth operation of the school.

**Required Skills and Qualifications:**

- Experience with FACTS SIS: Proficiency in using the FACTS Student Information System is essential for managing student records and data effectively.
- Organizational Skills: Strong organizational skills are necessary to handle multiple tasks, prioritize work, and meet deadlines
- Communication Skills: Excellent verbal and written communication skills are important for interacting with students, parents, and staff members.
- Attention to Detail: Paying attention to detail is crucial for maintaining accurate records and ensuring the accuracy of information
- Computer Skills: Basic computer skills, including proficiency in Microsoft Office applications, are required for performing administrative tasks.
- Professionalism: Demonstrate professionalism, integrity, and a positive attitude in all interactions.