

The Hampton School District
SAU90
Job Description

POSITION: Front Office Secretary - Centre

QUALIFICATIONS:

- High School Diploma or equivalent
- Working knowledge of work processing, spreadsheet, and database functions and programs, along with office skills including use of Google suite of products for a variety of purposes
- Ability to work in an environment with frequent telephone and walk-in interruptions; flexibility is a must
- Excellent interpersonal skills
- Understands and confirms to confidentiality protocols
- Ability to multitask
- Excellent public relations and telephone skills

REPORTS TO:

Building Principal

JOB DESCRIPTION:

The front office secretary is the first point of call for visitors to the school, parents, staff and children. As the 'face' of the school, the front office secretary should be welcoming, personable, helpful and able to represent the school in a professional and friendly manner. In addition, it is essential that the person for this role is organized, able to multitask, work flexibly and have a 'can do' approach to work, as no two days are the same. The front office secretary is also required to assist the Administrators with various administrative tasks, requiring a good level of IT skills.

RESPONSIBILITIES:

- Act as the first point of contact for the school, welcoming visitors, parents and students.
- Responding to telephone and email inquiries in a helpful and constructive manner, and ensuring that appropriate actions are taken in a timely manner.
- Ensure the safety and security of the school at all times, making sure that the front door is locked and entry to the premises controlled. Ensuring that all visitors sign in and take a visitor badge where necessary.
- Communicate with parents regarding all aspects of school life, receiving and passing on information between parents and teachers, including calling parents to ascertain reasons for pupils' absence, first day response and ascertaining reasons for lateness.
- Maintain staff attendance records and arrange for Guest Teachers in the SubReady program following SAU attendance protocols
- Receive school mail and deliveries
- Maintain office filing system
- Maintain an accurate record of daily attendance
- Schedule new student registrations and provide families with registration packets, etc.
- Perform other duties and responsibilities as assigned by the building principal

OTHER

Performs all other duties as assigned

EVALUATION:

Job performance will be evaluated by the Business Administrator in accordance with Hampton School District policy.

TERMS OF EMPLOYMENT:

Full-time twelve (12) months per year position

A clear criminal background check is required

Verification of health to perform the job may be required

Follow and adhere to all Hampton School District/SAU90 policies, practices and procedures.

Adhere to FERPA and HIPPA requirements and discreetly handle confidential and sensitive information pertaining to all students and staff

The Hampton School District/SAU90 is an Equal Opportunity Employer. This position is subject to Hampton School District / SAU 90 policies, rules and regulations.

Reviewed and approved by the Hampton School Board May 4, 2010; November 18, 2025.