

St. Charles Catholic School – Lima, OH

Position: School Secretary

Type: Full-time, 11-month (August – June)

Training: Begins this spring

About Us:

St. Charles Catholic School is dedicated to providing a faith-based, academically excellent education that nurtures the spiritual, intellectual, and social growth of our students. We are seeking a highly organized, reliable, and welcoming School Secretary to join our team and help ensure smooth daily operations.

Position Summary:

The School Secretary plays a vital role in managing daily office operations and serving as the primary contact for staff, students, and parents. This role involves handling phone calls, visitors, mail, weekly communications, maintaining student records, assisting administration with clerical tasks such as reports, budgets, and events, and ensuring clear communication throughout the school. The ideal candidate is discreet, organized, and committed to supporting the school's mission.

Key Responsibilities:

- **Reception & Communication:** Answer phones, greet and direct visitors, manage incoming/outgoing mail and emails, and provide guidance on school policies.
- **Student Records & Data Management:** Maintain accurate student information systems, attendance records, and files; generate reports as needed.
- **Administrative Support:** Assist principal and teachers with typing, filing, photocopying, scheduling, preparing documents, and producing bulletins.
- **Financial Tasks:** Handle payments, process purchase orders, manage office supplies, and assist with budget records.
- **Event & Project Coordination:** Support the organization of school events, activities, and special projects.
- **Confidentiality:** Handle sensitive information with discretion and professionalism.

Essential Skills & Qualifications:

- Strong organizational, clerical, and data entry skills.
- Excellent communication and customer service abilities.
- Proficiency with school management software and general office applications (Google Workspace and Microsoft Office).
- Ability to multitask, prioritize, and make independent decisions within established guidelines.
- Ability to successfully pass a BCI/FBI background check and comply with the VIRTUS requirements of the Toledo Diocese.

Why Join Us:

- Be part of a supportive, mission-driven team.

- Engage daily with students, staff, and families in a welcoming Catholic school environment.
- Opportunity to contribute meaningfully to school operations and events.

Application Instructions:

Interested candidates should submit a resume and cover letter to Megan Scheid at scheidm@sccslima.org