

NOTICE OF VACANCY
EDUSTAFF POSITION PLACED AT HOLLY HIGH SCHOOL
July 31, 2025

Building Secretary

Holly High School

Proposed Start Date: August 2025

To become an active applicant, a candidate must apply online at: [EduStaff](#)

Job Summary: Holly High School is seeking a reliable Front Office Secretary via Edustaff placement

Job Hours: 7:00 AM–3:00 PM

Position Summary: Our Front Office Secretary is the friendly face of Holly High School, welcoming students, staff, families, and visitors each day. This vital role keeps our front office running smoothly, supports daily school operations, and helps maintain a safe, organized environment for our Broncho community.

Qualifications:

- A customer first attitude.
- Excellent attendance records and consistent punctuality.
- Demonstrate excellent interpersonal skills with both adults and children.
- Ability to work well with others in a fast-paced environment, establish priorities, resolve problems, and multi-task.
- Possess excellent organizational skills and be detail oriented.
- Flexible in an ever-changing environment, remain calm and level headed under crisis conditions.
- Able to communicate clearly and concisely, both orally and in writing.
- Commitment to maintain confidentiality specific to all students/school related matters.
- Ability to operate general office equipment to include but not limited to: laminator, copier, fax, binding machine, printer, etc.
- Strong computer skills to include proficiency in Google Drive and database software.
- Data entry skills.
- High school diploma required; experience preferred.

Responsibilities:

- Answer incoming calls and direct to appropriate extensions
- Greet and screen visitors entering the building
- Assist in Preparing and distributing the bi-weekly Broncho Stampede newsletter
- Dispense medication and collect required medication forms
- Organize and Coordinate morning announcements
- Assist with school events like registration, parent teacher conferences, graduation, and other school events.
- Assist District Nurse with dispensing of medication and collecting proper documentation
- Perform other duties as assigned

Reports to: Building Principal

Salary: Starting at \$14.65 per hour