



GRAND ERIE DISTRICT SCHOOL BOARD

Requires a

PART-TIME (0.5 FTE) 10-MONTH SCHOOL SECRETARY at Cobblestone Elementary School (Paris, Ontario)

The Grand Erie District School Board's 2,800 employees provide quality education to approximately 26,000 full-time equivalent students who attend our 74 schools. The Board spans a geographic area encompassing the City of Brantford and the Counties of Brant, Haldimand and Norfolk. The Board requires a qualified part-time School Secretary at Waterford District High School.

Responsibilities:

The successful candidate will answer routine inquiries from staff, students, and the general public. The candidate will organize, file, and assist in preparing reports, type materials related to school operations, be responsible for data entry, along with any other duties as assigned.

Qualifications:

- Secondary School Graduation Diploma (Grade 12 or equivalent education)
- Proficient in the use of computers; experience with Power School may be an asset
- Excellent keyboarding skills; speed and accuracy are essential
- Excellent communication skills, written and verbal
- Able to work effectively and efficiently with minimum supervision
- Basic bookkeeping skills (i.e. have the ability to record, balance and handle small amount of funds)
- Exemplary customer service skills

Hours: 12:30 p.m. to 4 p.m., 10 months a year

Effective Date: December 4, 2017

Hourly Rate: \$22.56/hour. The Grand Erie District School Board offers a very competitive benefit package.

If your qualifications, positive attitude and commitment to excellence make you an ideal candidate for consideration, please submit your application, marked "*personal and confidential*", which includes a complete resume, cover letter (one document if submitted electronically) with the names and telephone numbers of at least three professional references; your current supervisor must be provided as a reference. Your application must be received by 4:00 p.m. **Monday November 27, 2017. Apply to:**

The Grand Erie District School Board
349 Erie Avenue, Brantford, Ontario N3T 5V3

Fax (519) 759-5362 or Email hr@granderie.ca **Please quote posting # 39-17-18**

Applicants with a disability that requires an accommodation to enable their participation in the interview process should advise the Board when contacted for an interview. Any assessment and selection materials and processes used in the interview process can be made available in an accessible format, upon request in advance.

All new employees are required to provide an original Police Record Check (which includes a "vulnerable sector screen") acceptable to the Board prior to the commencement of employment.

We thank all applicants for their interest but only those considered for an interview will be contacted.