



Campbell Children's School Authority

JOB POSTING
for
SCHOOL SECRETARY

Date issued: December 13, 2011

Number of hours per week: 17.5

Summary of Duties

Under the general direction of the Principal and the Board Administrator, the School Secretary is responsible for clerical functions which ensure the efficient and effective operations of the Campbell Children's School office.

Preferred Qualifications

- Excellent communication skills, when interacting with staff (Campbell Children's School and Grandview Children's Centre), students, parents, and the public - in person and on the phone
- Computer skills: keyboarding skills
 - o Proficiency in Word and Excel
 - o Familiarity with Access
 - o Able to troubleshoot classroom computers
- Organizational skills in keeping student records, ordering supplies and equipment
- Basic accounting skills
- Flexible and reliable

All resumes must be submitted to the Principal (sue.gualdieri@grtc.ca) by 5:00 p.m. on Wednesday, December 21.

We thank all applicants for their interest, however only those selected for interviews will be contacted.