



FRONTIER SCHOOL DIVISION SUPPORT STAFF JOB POSTING

POSITION:	School Secretary
LOCATION:	Helen Betty Osborne Ininiw Education Resource Centre
START DATE:	As soon as possible
HOURS/DAY/MONTHS:	7.25 Hours/Day, 5 Days/Week, 10 Months/Year
TERM OF EMPLOYMENT:	Permanent
SALARY:	\$19.28/hour
UNIONIZED/NON-UNIONIZED:	Unionized
APPLICATION DEADLINE:	Open Until Filled

Reporting to the Principal, the School Secretary provides administrative secretarial support to the Principal, performing clerical, reception, bookkeeping and general office duties.

QUALIFICATIONS

- Grade 12
- One year post-secondary secretarial and/or business training from a recognized educational institution
- Two years' administrative experience
- Knowledge of First Nations customs and traditions
- Knowledge of bookkeeping
- Knowledge of First Aid
- Proficiency in a variety of computer applications in a network environment
- Excellent written, verbal, interpersonal and customer relations skills
- Strong organizational and time management skills
- Ability to use initiative and judgment in determining work priorities
- Ability to work independently and as a member of a team

DUTIES AND RESPONSIBILITIES

- Maintains school financial records, collects and deposit monies, maintains and balances petty cash and issues cheques
- Types administrative materials such as correspondence, teacher evaluations, student handbooks, reports and school newsletters. Composes general correspondence.
- Prepares, or assists with the preparation of required month-end reports
- Maintains confidential student, staff and school files
- Ensures requests for leave are submitted, reconciles leave forms with payroll reports and submits adjustments
- Receives incoming mail and prepares outgoing mail
- Maintains student attendance records, and operates the callback system for student absences
- Maintains various school records, such as calendar of events and timetables
- Arranges and/or contacts substitutes for teachers
- Schedules meetings and parent-teacher interviews
- Receives and directs visitors and telephone calls and answers routine inquiries
- Administers first aid to students where required
- Prepares and submits weekly and bi-weekly payroll
- Maintains office equipment (i.e. computers, photocopiers, fax)
- Processes purchase orders, receives and distributes supplies
- Performs other duties as assigned

Applications should include a cover letter, current resume and a list of three professional references including contact numbers. Consent to contact references is also required. Forward application package to:

Mr. David Swanson
Area 5 Superintendent
Frontier School Division
Box 1000
Norway House, MB R0B 1B0
Phone: (204) 359-6711 Fax: (204) 359-6897
Email: david.swanson@fsdnet.ca

All applicants are thanked for their interest; however, only applicants selected for an interview will be contacted.

By applying, you are consenting that the Division may contact your references.

The successful candidate will be required to submit a clear Criminal Record Check (including Vulnerable Sector Search) and Child Abuse Registry Check, at their own expense, as a condition of employment.

Further information is available at www.frontiersd.mb.ca