

JOB POSTING:
School Secretaries
 Permanent, 10-month positions

- 1) **St. Benedict 35 hrs/week (1.00 FTE) – Reference N 2018/19-7**
- 2) **Marymount Academy 28 hrs/week and St. Anne School 7 hrs/week (1.00 FTE)
– Reference N 2018/19-8**
- 3) **St. Albert Adult Learning Center 14 hrs/week and St. Mark School 21 hrs/week (1.00 FTE)
– Reference N 2018/19-9**
- 4) **St. Charles College 14 hrs/week (0.40FTE) – Reference N 2018/19-10**

Posting Date: July 10 2018
Closing Date: July 18, 2018 at 8:30 a.m.

Description of Position

The School Secretary provides a welcoming atmosphere as the first point of contact. He/she is also responsible for providing general information and assistance to staff, parents, and the public in a professional and courteous manner, and provides administrative support to the Principal. The School Secretary accurately maintains school records, gathers and compiles data for reports, and coordinates and maintains attendance records.

Required Qualifications/Skills/Abilities

- One year Community college certificate/diploma in a related field
- Proficiency in computer applications including word processing and spreadsheet software, email, Internet
- Working knowledge of Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and Personal Health Information Protection Act (PHIPA)
- Six months of recent related experience
- Service oriented
- Motivated and able to work under minimal supervision
- Excellent discretion and ability to maintain confidentiality
- Strong organizational and time management skills
- Strong interpersonal skills
- Excellent English communication skills (oral and written)
- Ability to provide regular attendance
- Ability to provide accuracy and attention to detail
- Ability to prioritize and to multi-task
- Ability to effectively communicate and relate to people tactfully, diplomatically, and professionally at all times is essential



- Manual dexterity required to use desktop computer and peripherals
- Frequently required to sit; occasionally walk and stand; twist at neck and waist

Preferred Qualifications/Skills/Abilities

- Previous experience using Maplewood and Cash.Net
- Working knowledge of legislative requirements related to the Ontario Student Record (OSR)
- Ability to read and speak French is an asset

Additional Information

Salary to be commensurate with recent related experience; salary range is \$23.23 to \$29.03 hourly plus vacation pay on each pay, which graduates with years of service. A comprehensive benefit package is provided.

Please note that a satisfactory criminal record check including the vulnerable sector check is a condition of employment.

For more information, please view our website at www.sudburycatholicschools.ca and contact Human Resources Services for a copy of the job description, which gives further details.

Qualified applicants are encouraged to apply online at sudburycatholicschools.simplification.com. Please submit a cover letter and resume along with the contact information for three professional references by 8:30 a.m. on July 18, 2018, and quote reference number(s) in your application.

All applicants are thanked for their interest, however, only those selected for an interview will be contacted. Interviews may be held as early as July 19, 2018.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is being collected for employee recruitment and selection purposes.

If you require a disability-related accommodation to participate in the recruitment process, or if you have questions about this collection of information, please contact the Human Resources Department at (705) 673-5620.

Thank you for your interest in Sudbury Catholic Schools.

Joanne Bénard
Director of Education

Michael Bellmore
Chair of the Board