



District School Board of Niagara invites applications for the following position:

**Secondary School Secretary  
(full-time position)  
Beamsville District Secondary School (Beamsville)**

The successful applicant to this position will provide half-time administrative support in the office, maintaining professionalism and confidentiality. The function of this position is to perform a variety of administrative, clerical and word processing duties in a secondary school setting with a focus on reception, attendance and general office duties.

This vacancy is in the Reception and Attendance capacities of the school office, with the role serving as backup for Guidance. The work involves working extensively with computer software programs to support school attendance, correspondence, newsletters, invitations, programmes and academic reporting. The clerical operations are varied and require attention to detail particularly when they concern student attendance. Applicants are required to deal with telephone and counter enquiries from teachers, students, and members of the community in a positive and professional manner. Demonstrated proficiency and experience must include: ability to efficiently use Microsoft Word, student data base management (Trillium) as well as other electronic systems used by the Board and a general knowledge of office procedures and school programs. A knowledge of Excel, Desktop Publishing (or similar software) is also required, as well as proficiency with SynerVoice. The successful applicant must also be able to serve as backup for Guidance and also for the Administrative Secretary, and have demonstrated skill and ability in maintaining organization in a busy office.

Applicants must have Grade 12 education (a minimum one-year College diploma in Office Administration is preferred), including or supplemented by courses in word processing (min. 60 words per minute). Applicants must have the equivalent of ten (10) working months of clerical/secretarial experience in a school or DSBN clerical setting within the past two (2) years, which demonstrates proficiency in the functions described above.

**This is a full-time unionized position within the DSBN's Office, Clerical, Technical and Instructional Support employee group which includes a competitive wage and a comprehensive benefits package.**

**Application Deadline: Noon (12:00 pm) on September 24, 2018**

**To apply, please email a cover letter and resume to: [careers@dsbn.org](mailto:careers@dsbn.org)  
Please use "BDSS- Secretary Vacancy" as your e-mail subject line.**

We appreciate all the applications we receive, however, only those applicants selected for an interview will be contacted.

**Warren R. Hoshizaki, Director of Education**

**Dale Robinson, Chair**

The District School Board of Niagara is committed to inclusive, barrier-free recruitment and selection processes. We will offer accommodation for applicants as required throughout the stages of the recruitment and selection process. If you are contacted by the District School Board of Niagara regarding a job opportunity, please advise if you require accommodation. Information relating to accommodation will be addressed confidentially.