

Job Posting: Posting Detail

Posting: S19020
Start Date: 03-Sep-2019
Closing Date: 10-Jul-2019

Description: School Secretary 1
End Date:

Position	Location	Assignment Type	Hours	Rate of Pay
School Secretary 1	Multiple Locations	Continuing Posting Type	25.0000	23.8900

- **Hours:** 25 per week while regular classes are in session
- **Work Sites:** **Randerson Ridge** for 10 hours and **Frank J Ney** for 15 hours
- **Wage Rate:** Level 6 as per the Classification and Wages Schedule of the current Collective Agreement.
- **Hours of Work:** To be arranged with **Supervisor.**
- **Probationary/Trial Period:** When applicable, there will be a three (3) month probationary/trial period.

APPLICANTS - PLEASE NOTE: It is YOUR responsibility to:

- Include with your application form all relevant information that you wish to be considered (e.g. resume, letters of reference, current proof of keyboarding skills, etc.)
- Ensure you have received your confirmation email and number
 - Testing may be required in order to determine that an applicant meets the posted qualifications
 - Only applicants appointed will be individually notified of posting results
 - The name of the successful applicant will be published on the job Posting Results notice
 - This is an internal posting available to members of CUPE Local 606

PROBATIONARY/TRAIL PERIOD: When applicable, there will be a three (3) month probationary/trial period.