

SWAN VALLEY SCHOOL DIVISION

invites applications for an School Administrative Secretary

Posting #	BEN2026-01	FTE/Hours:	6.0 hours/day
Posting Date:	January 5, 2026	Salary:	\$21.28/hour + 4% VP
Posting Close Date:	January 9, 2026	AP:	804B
Permanent/Term:	Term	Start Date:	As mutually agreed.
Location:	Benito School	End Date:	January 31, 2026 or to the return of the incumbent on leave.

The Administrative Secretary contributes to the overall goals and objectives of the School Division by providing administrative, secretarial, and clerical support to the school. This position is essential for maintaining the administrative functions that support school operations, ensuring the smooth and efficient operation of the school office, and providing support services to the principal, staff, and students.

CONDITIONS OF EMPLOYMENT

- Must be legally entitled to work in Canada.
- Completed Criminal Record Check including the Vulnerable Sector and Child Abuse Registry Check

QUALIFICATIONS

REQUIRED EDUCATION AND EXPERIENCE:

- Graduation from grade 12 and a post-secondary program in Office Administration/Secretarial Science course or equivalent.
- Proficient in information technology, computer, software application, and secretarial/clerical skills.
- Well-developed communication skills, both written and verbal.
- Commitment to be trained in the Division's applicable software.
- Ability to appropriately deal with and maintain confidential information.
- Ability to be flexible and adjust to changing work assignments.
- Ability to work independently and as part of a team.
- Ability to relate to and work with students.
- Strong organizational skills.

PREFERRED:

- Experience and training in Microsoft Office.
- Accounts processing background.
- Completion of technology courses and/or training in a variety of applicable technology programs and software.
- Experience working in a school office setting.



Applications must quote the posting number and be received no later than 9:00 a.m. on the deadline date shown above. The application package must include a cover letter and a comprehensive resume, including three references addressed to: Rob Tomlinson, Superintendent/CEO
Submit the application package in PDF format to hr@svsd.ca.

The Swan Valley School Division thanks all applicants for their interest. Only those selected for an interview will be contacted. Interview accessibility accommodations are available upon request.

Swan Valley School Division recognizes the importance of building an exemplary public service reflective of the citizens it serves, where diverse abilities, backgrounds, cultures, identities, languages and perspectives drives a high standard of service and innovation. Swan Valley School Division supports equitable employment practices and promotes representation of designated groups (women, Indigenous people, persons with disabilities, visible minorities).