



SEVEN OAKS SCHOOL DIVISION

SUBSTITUTE SECRETARIAL – CLERICAL EMPLOYMENT

Currently we do not have any openings, however, applications are accepted for secretaries for work during the school year, daytime, on a casual basis. Interested candidates are requested to apply on line. Applications will be kept on file for one year and will be reviewed should there be a need to add to our substitute secretary list.

Substitutes are called to fill in during the day-to-day absences of permanent secretarial-clerical staff. There is no guarantee of the numbers of hours substitute secretaries are called to work.

Proficiency on a personal computer in a windows environment, including Microsoft Office, is essential. Secretaries are required to undergo typing tests during the hiring process, including speed typing (50 wpm), spelling, and document typing.

Experience in our in-house computer program (CIMS) is an asset. Successful applicants must be prepared to learn this program. Detailed position descriptions of our secretarial and clerical positions are part of the Policy Manual available on our web site at www.7oaks.org. (Click on Board & Admin, Board of Trustees, [Policies](#) (scroll down to GCDAS)).

**Submit applications to applications@7oaks.org
using Substitute Secretary in the subject line.**

Please attach a cover letter and resume detailing education, experience and three references.

The Division will be pleased to accept all applications, however, only those candidates selected for an interview will be contacted by e-mail.

Employment is conditional upon successful clearance through Child Abuse Registry and Criminal Records Checks. Responsibility for acquiring these lies with the employee.