



WESTAMPTON TOWNSHIP PUBLIC SCHOOLS
Office of the Superintendent
700 Rancocas Road
Westampton, NJ 08060
(609) 267-2053

VACANCY: Secretary – Holly Hills School (12 month position)

Job Title: Secretary

Position Available: July 1, 2023

Qualifications:

1. Minimum of High School diploma or equivalency is required.
2. Strong technology skills:
 - Experience with student database preferred
 - Experience with Microsoft Office software (i.e. Word, Excel, PowerPoint) required
 - Experience with web-based applications/portals and website design
3. Skillful operation of office machines.
4. Strong written and verbal communication skills.
5. Maintains confidentiality.
6. Strong public relations and positive people skills.
7. Alert to needs of pupils, staff, parents and visitors.
8. Demonstrates initiative in managing the building main office.
9. Required criminal history background check and proof of U.S. citizenship or legal resident status.

Salary and Benefits: Annual Salary. Single Benefits. Sick and Personal Days. Vacation Days after completion of one year of service.

Deadline for Submission of Application: Sunday, April 23, 2023

All interested and eligible candidates please e-mail letter of interest and resume to:

Mrs. Jennifer Murray, Principal HHS
hiring@westamptonschools.org

WESTAMPTON TOWNSHIP PUBLIC SCHOOLS ARE AN EQUAL OPPORTUNITY EMPLOYER