



## Park West School Division

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**Park West School Division invites applications for:**

**Binscarth School**

Permanent Secretary

5 hours per day

Effective August 31, 2026.

Duties include a wide range of administrative assistance. Desired qualifications include secretarial experience and proficient technology skills. The successful applicant will have strong communication and interpersonal skills and the ability to work independently. Experience with Kev and Power School Software would be an asset. Proficiency with spreadsheets and word processors (Microsoft Office and Google Suite) is highly recommended. Salary and benefits as per the CUPE Collective Agreement.

For additional information please contact Alana Wieringa, Principal at Binscarth School at email [awieringa@pwsd.ca](mailto:awieringa@pwsd.ca).

Please send applications to:  
Park West School Division  
Attention: Danielle McKinnon  
PO Box 68  
Birtle, MB R0M 0C0  
Email: [dmckinnon@pwsd.ca](mailto:dmckinnon@pwsd.ca)  
Fax: 204-842-2110

**Closing date noon on Wednesday, April 29, 2026.**

Individuals will be required to undergo a Criminal Record and Child Abuse Records Check. We thank all for applying, but only applications leading to an interview will be contacted.