



EUROPASKOLEN	EUROPÄISCHE SCHULE
ΕΥΡΩΠΑΪΚΟ ΣΧΟΛΕΙΟ	EUROPEAN SCHOOL
ESCUELA EUROPEA	ECOLE EUROPEENNE
SCUOLA EUROPEA	EUROPESE SCHOOL
ESCOLA EUROPEIA	EUROOPPA-KOULU
EUROPASKOLAN	ЕВРОПЕЙСКО УЧИЛИЩЕ

The European School of Brussels IV is recruiting a(n):

## **Anglophone Secretary**

### **Job description:**

Pedagogical Secretariat

### **Main tasks:**

- Managing the absences of the secondary teachers on a daily basis : publishing the teachers' absences live on the screens and planning certain replacements
- Welcoming the teachers and the students for their timetables. Giving information to the teachers on various topics and welcoming the students (pedagogy)
- Start of the school year. Preparing various documents for the start of the school year (lists of students, files, etc.)
- Students' final departures – closure of administrative file (students management program)
- Logistic support to the cycle coordinators (preparing the option choices, receiving the option choices from P5 to S6 before handing them over to the coordinators, attend a weekly meeting with coordinators)
- Helping to organise the secondary class councils
- Creating the secondary's timetable with the "timetabler", the teacher in charge of organising the schedule for all teachers
- Managing the students' programme: adapting timetables, rooms, promotion of students, etc.)
- Encoding the pedagogical information in the students' management programme
- Filing, archiving
- Various tasks, at the Deputy Director's request and according to the school's needs
- Encoding in the students' management programme
- Organising the Baccalaureate

### **Requested profile:**

- Higher education diploma (min. 3 years)
- 2-3 years' experience as a secretary, preferably in a school secretariat /international or European environment
- English mother tongue level, very good level in French, a good level in Dutch or German is an asset
- Ability to work in a team or alone, proactive, autonomous and fast-working
- Organizational skills, team spirit, interpersonal skills, flexibility, stress-resistant
- Excellent writing and translating skills
- Knowledge of commonly used computer software (MS-Office) and ability to quickly learn how to use specific software used in the European Schools system
- Ease and confidence in dealing with a demanding public
- Presence at school as from 7.30 am

**Offer:**

- Permanent contract according to the Belgian legislation and the AAS service regulations (see website of the European Schools ([www.eurasc.eu](http://www.eurasc.eu)))
- Weekly working hours of 37h30 (full time)
- Monthly gross salary of 3.199,59 €
- The post is available from 15 November 2016

**Application:**

Please send your application (with a maximum of 3 attachments: cover letter, CV, and copies of diplomas) **by email only** to [recrutement.eeb4@eurasc.org](mailto:recrutement.eeb4@eurasc.org) by the **09 of October 2016**.