



The European School of Brussels IV is looking for:

A nursery assistant for the French-speaking section

Part-Time

Fixed-term contract

The European Schools are an intergovernmental organisation providing multilingual, multicultural and multinational education

The EEB4 is part of the European school system and provides education for children whose parents work for the European institutions. Our school community is made up of over 3000 pupils of 50 different nationalities and over 400 staff members from different countries. Pupils study in eight language sections: French, English, German, Italian, Dutch, Estonian, Bulgarian and Romanian. Located on a spacious campus in the north of Brussels, we offer innovative teaching programs that allow to achieve exceptional academic results. More information about European schools in general is available at www.eursec.eu.

FUNCTIONS

The nursery assistant is hired to help and support the class teacher in all activities. He/she will also work with the nursery cycle coordinator and the deputy director of nursery/primary cycle.

MAIN TASKS

- Participate in the various activities that contribute to the general education of the children.
- Supervise and assist the activities of a group after receiving instructions from the teacher.
- Provide material assistance in keeping a record of the children's work.
- Temporarily supervise the class when the class teacher is unavailable.
- Accompany the children to the bus, alone or with the teacher.
- Participate in supervising recess.
- Help to tidy up the classroom (games, books, school supplies).
- Take children to the toilet.
- Take the children to the rest room and supervise their nap.
- Helping to dress the children on arrival and departure, and whenever necessary.
- Helping to organise catering activities during the morning or afternoon break.
- Preparing crafts.
- Clean the objects used (brushes, cups, napkins).
- Help decorate the classroom.
- Help the children eat at lunchtime.
- Help tidy up the classroom at the end of the school year.
- Follow the children's work and help them with additional explanations if necessary.
- Taking part, with the teacher, in parents' evenings and information meetings.
- Participate in pedagogical days.
- Taking part in training courses.
- In addition, administrative tasks may be assigned to them by the management, depending on the needs of the school.



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

PROFILE

- Qualification to work with pre-school children would be an asset
- At least 2 years' professional experience in nursery education
- Thorough knowledge of French (C2 level). Native speaker would be an asset
- Good knowledge of IT tools (Office Suite)
- Ability to work in a dynamic, multilingual and multicultural team
- Have a passion for teaching and pedagogy, beyond purely academic aspects
- An interest in differentiated teaching methods
- Have a high level of professionalism and concern for the well-being of pupils
- Be a European citizen or have a valid work permit in Belgium

PREFERENCE WILL BE GIVEN TO CANDIDATES WHO :

- Teaching experience in a European or an international school
- Incorporates new technologies as teaching tools
- Experience or any qualifications in helping pupils with special needs will be considered an asset.
- Knowledge of another vehicular language (EN – DE) will be considered an asset.
- Is flexible in terms of working hours

WE OFFER

We are offering contracts in accordance with Service regulations for the administrative and ancillary staff (AAS) in the European schools (Ref.: 2007-D-153-en-14) available on the EE website : www.eursec.eu or by clicking [here](#)

- **Starting date** : 07-01-2025
- **Type of contract** : a part-time fixed-term contract until 04-07-2025 with the possibility of renewal for the beginning of the school year in September 2025. Contract subject to Belgian social and tax legislation in accordance with the Service regulations for the administrative and ancillary staff (AAS)
- **Salary** : monthly gross salary of €1.920,80 at the first step of the pay scale for the nursery assistant position
- **Weekly duration**: contractual part-time work of 18:45 but with a service of 22:35 per week in order to benefit from school holidays.
- **Reimbursement**: commuting expenses from home to work

INTERESTED ?

Please fill out the following form by clicking on [this form](#) **AND** send the following requested documents in a **single PDF file** to lae-recruitment@eursec.eu

Your application must contain (**in ONE single combined PDF File**) :

- Cover letter
- Curriculum Vitae in Europass format
- Copy of diploma(s)

The email subject **and** the PDF File should mention the following reference:

→ 2024-37 SURNAME First name



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Applications that do not comply with the procedure will not be taken into consideration.

Deadline for sending applications: **04-12-2024**

No answer will be given to candidates before the end of the procedure.

Interviews will take place during the week of 09 December 2024 via TEAMS.

Candidates selected for an interview will be required to present to the selection committee a certificate of good conduct (Type 2 – required for educational activity in Belgium or any other similar documents from another country of origin - “*Certificat de Bonnes Vies et Moeurs*”).

Please note that all data will be kept electronically while respecting the Privacy Statement for the recruitment and appointment of locally recruited staff available [here](#)