



The European School of Brussels IV is looking for:

Pedagogical and Communication Advisor – Administrative profile
40 hours per week
Secondary Cycle

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.eurisc.eu.

FUNCTION AND JOB DESCRIPTION

The person will assist and work in collaboration with the Deputy Director of secondary

Administrative and organisational support

- Carry out various tasks at the request of the Deputy Director according to the needs of the School
- Managing, updating the Deputy Director's diary
- Managing the day-to-day running of the secretariat (in collaboration with the secondary cycle secretaries): answering telephone calls, managing emails and welcoming students, parents and teachers
- Informing the school community of any changes or replacements of teachers

Organising the key periods of the school year

- Preparing for the beginning of the school year and coordinating end of school year activities
- Coordinate and supervise Open doors day

Communication and dissemination of information

- Write and send the “weekly newsletter” to the school community
- Update the online calendar shared with teachers

Document preparation and management

- Draft and prepare various administrative documents at the request of students, parents or teachers
- Prepare and send school files for students leaving the school, in coordination with the recipient schools
- Draft and send letters of temporary exclusion or repeating the year

Management of the appeals

- Monitoring and processing appeals lodged by students or their families



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

REQUIRED PROFILE

- Bac+3 level of higher education
- Hold an educational qualification or equivalent
- Perfect command of French or English (mother tongue) and very good knowledge of the other language (C1 level)
- Knowledge of another language is an asset

SKILLS AND COMPETENCES

- Experience in the field of education
- Ability to work as part of a team
- Excellent organisational skills
- Ability to collaborate with a varied public
- Excellent oral and written communication skills, with the ability to convey information clearly and concisely
- Good command of Office 365, with advanced use of tools such as Word, Excel and Outlook

WE OFFER

We are offering contracts in accordance with the Service regulations for the locally recruited teachers in the European schools (Ref.: 2016-05-D-11-en-15) available on the EE website : www.eursc.eu or by clicking [here](#)

- **Starting day** : as soon as possible after the end of the recruitment process
- **Schedule** : 40 hours per week
- **Type of contract** : a two year contract (renewable) in accordance with the Service regulation for the locally recruited teachers in the European schools.
- **Salary** : monthly gross salary of +/- 4.680,53 €
- **School fees** : for school year teachers, a reduction in school fees shall be granted during the period of their employment for any of their children enrolled in the European Schools. (cfr: article 39 of the Service regulations).
- **Removal costs** : in accordance to the Service regulations, the locally recruited teachers recruited for a minimum period of one year and a contract providing a minimum of 16 hours/periods per week, are entitled to reimbursement of their removal expenses unless the contract ends within the first 12 months due to circumstances lying in their responsibility (cfr: article 37 & 38 of the Service regulations).
- **Installation allowance** : A locally recruited teacher recruited for a minimum period of one year and a contract providing a minimum of 16 hours/periods per week who furnishes evidence of having been obliged to change his/her place of residence and of having actually settled at his/her place of employment in order to comply with Article 27 of the Service Regulations shall be entitled to an installation allowance (cfr: article 27 & 37bis of the Service regulations).
- **Location** : Brussels (Laken), Belgium



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INTERESTED ?

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

→ 2025-03 SURNAME First name

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

Deadline for sending applications: 28-01-2025

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](#).