



# INTERNATIONAL SCHOOL OF HAMBURG

## Substitute School Secretary

We are looking for qualified secretary substitutes for our ECC, Junior and Secondary School who enjoy working with our students.

### Responsibilities include but are not limited to:

- Control and maintain attendance every morning, updating throughout the day, advising security of early leaving students, corresponding with parents if a student is absent without prior notice
- Assist with translation of emails and messages.
- General office work- answering phone calls and emails, upload the Daily Bulletin to Veracross, schedule meetings for the principal using Google calendar, update class lists as needed and help to problem solve and find solutions
- Assistance with preparing for and during school events such as assemblies, parent presentations, concerts etc.
- Sign-Ups for Parent Teacher Conferences, Student Led Conferences
- Support the report writing process with printing reports for the editing process
- New students- work in collaboration with the Admissions Department and the Principal to communicate relevant information to families and teachers
- Help with the process of students leaving ISH
- Locker Allocation for students
- Order, manage and store office supplies for ECC/JS and Secondary School colleagues
- Support the Principal in any communication to parents and colleagues
- Assistance preparing for refreshments for staff meetings, parent meetings etc.

### Qualification/Skills:

Fluent English is needed

Experience and training in the use of technological platforms is also advantageous

Clear and articulate in written communication

### Important to know:

- Starting date is flexible
- We cannot offer permanent employment and / or a fixed salary for substitutes. The assignment takes place in consultation with you at short notice by the hour or day.

If you are interested, please send a short application including a current CV to [HR@ishamburg.org](mailto:HR@ishamburg.org).

### Child Safeguarding at ISH:

The International School of Hamburg is fully committed to child safeguarding in accordance with the International Task Force on Child Protection. We undertake rigorous reference and background checks on all candidates for employment and we expect all employees to commit to protecting the safety and well-being of every student. We are a member of The Safeguarding Alliance, a premier centre of safeguarding excellence ensuring organisations maintain best practice to keep children and young people safe.