



## ECC/Junior School Secretary (Ref. Code 2023-037)

### Position Summary:

ECC/Junior School Secretary

### Responsibilities:

- Schedule meetings for the ECC/JS Principal using Google calendar
- Help update and share the Daily Bulletin on Veracross each school day
- Update class lists as needed in collaboration with Admissions and the Principal
- Support the process of new class placements each year including student profiles
- Sign-Ups for Conferences such as Parent Teacher Conferences, Student Led Conferences, Hopes and Dreams Conferences
- Support the Assistant Principal with organization for childcare for parent conferences such as arranging parent sign-up.
- 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
- Leaving students - work in collaboration with the Admissions Department and the Principal to communicate relevant information to families and teachers
- Organize ECC/JS End of Year Staff Dinner
- Locker Allocation for ECC/Junior School students
- Order, manage and store office supplies for ECC/JS colleagues
- Cover teachers - collaborate with the Cover Teacher Coordinator and HR to record staff absences and cover teachers
- Support the Principal in any communication to parents and colleagues
- Assistance with preparing for and during school events such as Assemblies, parent presentations, concerts etc.
- Organising with local external organisations such as arranging dates for the police road safety/bike activities to take place
- Assistance preparing for refreshments for staff meetings, parent meetings etc.
- Ordering items as required such as lunch bags, duty safety jackets etc.
- Emergency Evacuation Procedures- ensures they follow their designated responsibility
- Translate emails and messages
- Support the ECC/JS Principal as appropriate
- General office work- answering phone calls from parents, staff and helping to problem solve find solutions
- Help to coordinate Lost and Found for the ECC/JS with the PTA
- Field Trips - seek approval of JS Principal, organize field trips and excursions for ECC and Junior School classes, hire buses or arrange for public transport tickets, notify parents, monitor costs involved for bookkeeping, keep records
- Overnight Trips - liaise with youth hostels, organize transport, notify parents, monitor costs involved for bookkeeping, keep records



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- Hot Lunch Programme- communicating with the provider for payment eg. Foove and the cafeteria provider eg. Aramark by translating documents, joining relevant meetings, sharing information with JS leadership, teachers and parents, helping new parents and students
- School Photographs - liaise with the photographer, create timetable for the whole school, organise logistics of a space and equipment required, communicate with parents and staff and help supervise on photo days
- Work in collaboration with the Assistant Principal and IT team to upload student documents/assessments onto Veracross such as the 4.5 year old evaluations and external school reports.
- 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

## **Qualifications:**

- Applicants must have either a completed vocational training as secretary or current professional experience in the administration / office area.
- Fluency in English and German (both written and spoken) is required.
- Above average computer skills are necessary (MS Office and other software applications).
- Willingness as to constant learning is essential.

## **Terms of Employment:**

- Starting date is 1 July 2023 or as soon as possible afterwards
- The position is initially limited for 2 years with an option for a permanent position thereafter
- This position is a full-time position (37,5 hours/week), also possible as a shared position for 2 part-time employees
- Non Teacher Scale 3

Interested applicants should send a letter of interest with a current CV indicating the above-mentioned position including reference code to [HR@ishamburg.org](mailto:HR@ishamburg.org)