



Job Opening

2023-2024

The International School of Düsseldorf (ISD) is a well-established, not-for-profit, forward looking, K 12 IB World School (PYP, MYP, DP), in one of the most desirable locations in Europe. We are an international community of learners who work together to inspire our students to be confident, creative, critical and compassionate thinkers. The school is accredited by both the Council of International Schools (CIS) and the New England Association of Schools and Colleges (NEASC).

The following position is open for applications:

Senior School Secretary (Part-time) m/f/d

For an immediate start

The contract is initially limited to 2 years. Please see the job description for further details.

Essential skills required for the position holder include the following:

- **Strong Interpersonal Skills:** Ability to interact effectively with students, parents, teachers, and school administration.
- **Outgoing Personality:** A friendly and approachable demeanor.
- **Teamwork:** Enjoyment in working collaboratively in an open and friendly environment.
- **Effective Time Management:** Skill in scheduling and organizing tasks efficiently.
- **Proactive Planning:** Anticipating needs and planning ahead to ensure smooth office operations.
- **Detail-Oriented:** Paying attention to details to support accurate and thorough work.
- **Adaptability:** Flexibility in handling various tasks and changes in the work environment.
- **Supportive Attitude:** Willingness to provide assistance and support to others.
- **Strong IT Skills:** Competency in using computer systems and software for administrative tasks.
- **Effective Record Keeping:** Ability to maintain accurate and organized records.



- **Problem-Solving Ability:** Proactively addressing and resolving issues independently.
- **Language Proficiency:** Fluent in German and very good knowledge of English, both verbal and written.

Application procedure:

- A letter of application outlining your strengths as a candidate.
- A current CV
- A list of referees for the last 10 years of employment
- Applications should be submitted in one PDF file and addressed and sent to Marie Willis, HR Director, willis@isdedu.de Please include the title of the position you are applying for in the subject field of the email.

Closing date for applications:

10.05.2024

Job Description

Position:	Senior School Secretary
Hours:	Part time, 15 working hours per week (30 days annual vacation entitlement, prorated for part-time hours)
Reports to:	Senior School Principal
Group:	Administrative Staff

The secretary serves as the face of the school, greeting students and parents and providing them with pertinent information. The secretary schedules appointments, answers phone enquiries and gives administrative support to teachers and school administration. The secretary may attend meetings and record minutes of meetings.

The position holder of this role should possess strong interpersonal skills, an out-going personality and enjoy working as part of a team in an open and friendly atmosphere. Effective time and calendar management are important tasks to the role. The post holder should be committed to facilitating smooth and efficient office operations by careful planning, anticipating needs and providing reliable assistance. They should be adaptable, proactive, supportive and have a good eye for detail.

Sound IT skills are essential for the role as well as effective record keeping. This position also requires an active problem solving attitude and the ability to manage issues independently.

A sound knowledge of German and a very good knowledge of English (both verbal and written) are prerequisites.

The key duties and responsibilities for the position:

- Manage administrative duties required for the position to support the operation of the senior school
- Secretarial support to the Principals and members of the school administration.
- Preparing certificates and transcripts for students
- Assisting with university applications when required
- Assisting with the organisation of exams for senior school students
- Assisting with the management of the school calendar when required
- Recording student and staff attendance
- Organising substitution cover if required
- Assisting with organising school events including graduation, college fairs and parent information evenings. These events take place after regular school hours.
- Coordination of orders and supplies in collaboration with the Purchasing Officer
- Coordination of transport and accommodation reservations for school trips
- Management of student lockers
- Assisting the admissions department with visits, student testing and orientation of new students
- Covering for secretaries in other areas of the school as required
- Any other duties appropriate to the role of the Senior School Secretary as assigned by the SrS Principals