INTERNATIONAL SCHOOL OF HAMBURG

**Head of School Secretary (part-time/0.4 FTE)**
**(Ref. Code 2025-070)**

**Position Summary:**
Head of School Secretary

**Responsibilities include:**

Assistance to the Head of School

- Schedule meetings for the Head of School using Google Calendar
- Support and facilitate communications to and from the Head of School
- Organise travel logistics for Head of School
- Prepare meetings including agenda writing and invitations
- Take minutes at meetings
- Participate in the organisation of whole school events
- Participate in the organisation of the Grade 12 graduation and prom events
- Participate in the preparation and updating of the general school calendar, on the website and on Veracross
- Participate in the preparation and updating of the staff meeting calendar
- Translate general correspondence and communications from authorities
- Participate in the preparation of statistics for organisations such as AGIS, NECIS etc.
- Perform general office work
- Perform any other relevant tasks assigned by the Head of School
- Perform general tasks for the Business Director as time allows in consultation with the Head of School.

Communication

- Take an active role in promoting the School and communicating the ISH mission, vision and values
- Ensure that all stakeholders are kept informed through regular emails and other channels, both formal and informal
- Develop and maintain positive relationships with all stakeholders in our learning community- students, parents and colleagues
- Be clear and articulate in written and oral communication.

Personal Attributes and Characteristics

- Commitment to and alignment with ISH's mission, vision and values
- Outstanding interpersonal skills: an effective listener who thrives in a collaborative environment
- Honesty, integrity, compassion and a good sense of humour
- High level of confidentiality
- Strong self management and problem-solving skills

- Stamina and resilience
- Cultural sensitivity
- Energetic, enthusiastic, approachable and open-minded.

**Qualifications & Skills**

- Previous experience in a similar position is an advantage
- Strong organisational skills and multitasking abilities
- Proficiency in Microsoft Office Suite (Word, Excel, Powerpoint) or equivalent tools.
- Proficient in Google Suite (Docs, Sheets, Presentation)
- Fluent English and German skills (spoken and written)
- Clean criminal record

**Terms of Employment:**

- Starting date is 1 February 2026
- The position is initially limited until 31 January 2028, with the option of permanent employment thereafter
- The position is a part-time position (0.4 FTE/15 hours), 7.5 hours each on Mondays and Fridays
- Non Teacher Scale S3

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

27.10.2025