



Recruitment Pack for the role of

Protected Categories – Administrative Support



The only school in Milan passing all the UK Government Standards



780
Students



3-18
Age Range



37.3
IB Points Average
(Max. 45 Points)



100%
9-4 IGCSE
Grades



150+
Staff



50+
Nationalities



50+
Years of World-Class
Education



100+
Co-curricular
Activities

Type of School: Co-Educational, Not-for-Profit

Yearly Fees: from 14.490€ to 22.890€

Memberships





ABOUT THE BSM

HISTORY

The British School of Milan (BSM), formerly Sir James Henderson School, was founded in 1969.

The original objective of the school was to serve the British community of Milan and provide its members with a British education from the age of 3 to 18 years.

Recognised by the Italian Ministry of Education, pupils are now able to transfer to other Italian schools and are accepted into Italian universities as well as universities across the world.

Today, the BSM is a British international, not-for-profit, independent school and a flourishing IB World School. It houses approximately 780 students aged 3 - 18 years drawn from a diverse range of over 51 nationalities.

GOVERNANCE, SCHOOL LEADERSHIP AND MANAGEMENT

The British School of Milan (ETS - Ente Terzo Settore) is a not-for-profit organisation with the goal of establishing, organising, and managing high-quality British education, while also promoting other educational activities in Italy. The members and owners of the ETS are the parents of current students. The ETS owns 100% of the shares of The British School of Milan Srl, a commercial entity responsible for all teaching activities.

The Whole-School Senior Leadership Team (WSLT) is led by the Principal, who also serves as CEO, and includes the Head and Deputy Head of the Senior School, the Head and Assistant Head of the Primary School, along with the Chief Financial Officer.

The school employs over 150 highly qualified staff, with 95% of the teachers trained in the UK and being native English speakers.

For further information on the school, visit:

www.britishschoolmilan.com



THE ROLE

PROTECTED CATEGORIES - ADMINISTRATION ASSISTANT

| | |
|---------------------------------------|--|
| Contract & Hours | Permanent – Part-time 50% <i>This position is open to candidates belonging to the Protected Categories as defined by Italian Law 68/1999, with a recognised disability of 46% or higher.</i> |
| Important Information | The British School of Milan is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including comprehensive criminal record checks or other relevant background checks. |
| Purpose and objectives of role | The Administrative Assistant provides day-to-day administrative and organisational support to ensure the efficient operation of the School Office and wider administrative functions within the school. The role supports the smooth running of administrative processes, communication, documentation management, and general office coordination in a professional international school environment. |
| Duties and Responsibilities | Administrative Support <ul style="list-style-type: none">• Provide general administrative support to the School Office and HR Department• Manage incoming emails, phone calls, and internal communications• Support document preparation, filing, archiving, and record management• Assist with data entry and maintenance of internal systems and databases• Prepare administrative documents, letters, and reports when required Office Organisation <ul style="list-style-type: none">• Support scheduling of meetings and appointments• Assist with maintaining organised digital and physical filing systems• Monitor office supplies and support basic procurement activities• Ensure operational templates and administrative documentation remain updated Front Office & Communication <ul style="list-style-type: none">• Welcome visitors, parents, staff, and external stakeholders professionally• Support reception and front office activities when required• Provide clear and professional communication in both English and Italian |

THE ROLE

PROTECTED CATEGORIES - ICT SUPPORT & ADMINISTRATION ASSISTANT

Duties and Responsibilities

Compliance & Confidentiality

- Ensure documentation is handled in accordance with GDPR and school procedures
- Maintain confidentiality regarding employee, student, and school information
- Support accurate record keeping and audit readiness

Operational Support

- Assist with onboarding and administrative processes for new staff
- Support coordination of internal administrative workflows
- Collaborate effectively with different school departments

PERSON SPECIFICATION

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. In addition, it is expected that the successful applicant will have, and can demonstrate the following essential characteristics:

PROTECTED CATEGORIES - ICT SUPPORT & ADMINISTRATION ASSISTANT

| | |
|--|---|
| <i>Education and qualifications</i> | <ul style="list-style-type: none">• At least 1 year experience as admin assistant or similar roles• A commitment to safeguarding and promoting the welfare of children and young people. |
| <i>Skills and Experience</i> | <ul style="list-style-type: none">• English fluency• Good organisational skills and attention to detail• Good interpersonal and communication skills.• Good knowledge of Microsoft Office (Word, Excel, Outlook)• A respect for young people, as well as adults, that is demonstrable through positive attitudes and behaviour• To be able to work as part of a team and with others.• Exercising discretion around sensitive information• Excellent attendance and punctuality• A capacity for hard work and flexibility to work the hours needed to fulfil the role• Ability to think long term whilst retaining attention to the detail |
| <i>Other</i> | Committed to safeguarding and promoting the welfare of children and young people |

HOW TO APPLY

Please [complete the job application form](#).

Include the following:

- Cover Letter + Comprehensive CV (upload in PDF)
- Information related to your current salary
- Names and email addresses of two Referees

Your Referees will not be approached until the final stages and not without prior permission from candidates

If you have any questions regarding this role, or require any assistance with the application process, please contact employment@bsm.school.

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'We are absolutely happy with the progress of our son at the BSM. He has easily settled, after a very short period of time he was calling other children 'friends'. That was amazing! I think this is the best international school in Milan. I strongly recommend it!'

Parent Testimonial



'What drew me here really was the reputation of the school. It has a reputation for academic excellence, but also its reputation for the quality of pastoral care and the support that it offers the students... And you see the quality of education each and everyday, you see the quality of care that happens every single day and it's brilliant to be part of this fantastic team.'

**Jonathan Massey
Director, Sixth Form**



'Teachers support me to make sure that I can do my best - even though I need more help than others.'

Year 10 Student Testimonial

NOTE

Although this document is designed to give a fair picture of the nature of the role and conditions of employment, it does not represent a legally binding contract. A separate contract of employment will be submitted for that purpose upon receipt of references and acceptance of a verbal offer made to the successful candidate and child protection screening is successful.

PERSONAL DATA

In line with GDPR, we ask that you do NOT send us any information that can identify any of your Sensitive Personal Data (*racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data*) in your CV and application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your CV/application documentation will be understood by us as our express consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion



The British School of Milan

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