



The British School of Milan (Sir James Henderson School)

790 students aged 3-18

Member of HMC and accredited by COBIS

Top 50 IB School in World

English National Curriculum to (I)GCSE

Not-for-profit school

Role: Protected Categories - Administrative Assistant

Part-Time (50%)

Start Date: September 2026

This is an exciting opportunity to join Italy's highest performing International School for the last five years and to be part of a strong and friendly community. We provide a British Curriculum to Key Stage 4 and deliver the IB Diploma in the Sixth Form

We are looking for a motivated and organised Administrative Assistant to support the day-to-day operations of the School Office and wider administrative functions. 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.

The role reports to the HR Manager and involves providing general administrative and organisational support within a busy international school environment.

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The ideal candidate will have strong organisational and communication skills, with the ability to manage administrative tasks accurately and professionally. You will be collaborative, reliable, flexible, and able to work effectively within a multicultural environment where English is the working language of the school.

In this role, you will support the smooth running of administrative operations by managing emails, phone calls, filing systems, and internal documentation. You will assist with data entry, preparation of documents and reports, scheduling meetings, and supporting general office activities. You may also assist with reception duties when required, ensuring a professional and welcoming experience for visitors, staff, students, and parents.

You will contribute to maintaining accurate records and documentation in line with school procedures and GDPR requirements, while supporting the administrative organisation of the department through structured filing systems, templates, and operational checklists.

Appointment is subject to checks with previous employers as well as criminal records checks. Applicant must complete the BSM application form available on our website as follows: [Employment Application Form](#).

Deadline for applications is 30 May 2026

Email: employment@bsm.school

Commitment to Safeguarding

- *The British School of Milan is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening, including reference checks with previous employers and a criminal records check.*
- *Our Safeguarding and Child Protection Policy can be found [here](#).*
- *As an equal opportunities employer, The British School of Milan is committed to a culture of diversity, equity and inclusion. We believe that a diverse staff body reflects and supports the diversity of our students and wider society and leads to a cognitive diversity that promotes excellence in all areas.*