ST GEORGE'S
BRITISH INTERNATIONAL SCHOOL ROME

Application Pack

Office and General Services (Human Resources Assistant)

Reference Number:
261102

Deadline:
Wednesday 18 November 2026, 4.00pm CEST



Welcome to St George's British International School

We are delighted that you are considering applying for a leadership position at St George's British International School Rome.

St George's is the original and leading British curriculum school in Rome. St George's was established in 1958 to serve the needs of Rome's international and internationally-minded communities. Many of our families are connected either to the United Nations or to embassies in Rome and the Vatican City. They take pride in belonging to a diverse, inclusive and friendly school community committed to standards of excellence in education that are recognised worldwide.

Our **Vision** is to be the best International School in Europe where all learners discover their passion and purpose, developing the character, skills and confidence to make a difference in the world. **Our Mission** is to ensure that all learners become the best version of themselves, in an environment of collaboration, respect and kindness. We focus on the inspirational teaching and holistic development of highly committed, aspirational and resilient learners.

St George's Senior School is based at La Storta, to the North West of the City. St George's Seniors is intentionally inclusive, but its results at GCSE and IB are consistently on a par with selective independent schools in the UK. Many pupils proceed to Oxbridge, the Ivy League and to leading universities across continental Europe. According to Spear's Schools Index 2026, St George's is among the top 10 most academically successful international schools in continental Europe and among the top 100 schools worldwide.

This is a particularly exciting time to join St George's. The school is midway through a multimillion euro redevelopment of its La Storta campus. This programme has already resulted in a near doubling of the size of the school site and includes plans for a new canteen, state-of-the-art performance spaces and a swimming pool. The governors last year appointed Mr. Alex Crossman as Principal and Chief Executive to lead the next phase of St George's evolution and expansion.

Be A Part of Our Special Community

Our incredible students come from well over 100 different countries and this infuses our school with vibrancy, inclusivity, tolerance, respect and support. Our highly qualified team of teachers includes many leading educationalists and experts in their field who inspire the pupils to genuinely be the best they can be.

We are dedicated to not only recruiting and retaining the best teachers, but also to ensuring that we constantly develop and improve the education that they provide for our pupils through a focus on training, coaching, research and innovation. Unlike many international schools, where high rates of turnover are the norm, St George's core faculty and leadership have chosen to stay long-term and to build lives in Rome. The large number of children of staff who attend the school, across all phases, further contributes to a family atmosphere.

Our resolute commitment to independence and to our not-for-profit status further differentiate St George's from others and allows us to invest all retained earnings in the quality of our students' experience.

School Accolades Include

- ★ **Top 10 Private Schools in Europe, Spears Index (2025, 2024)**
- ★ **Top 15 Schools in Europe: Schools Index by Carfax (2025, 2024, 2023, 2022, 2021, 2020)**
- ★ **Finalist, British International School of the Year, International Schools of the Year Awards (October 2024)**
- ★ **Top 100 IB Schools in the World (Summer 2025 Examination Session)**
- ★ **British School Overseas (BSO) Accredited Status (2024 - 2027)**
- ★ **COBIS Accredited Member with Double Beacon Status (*Learning & Teaching, Governance*) (2023)**
- ★ **Newcastle United Foundation Football School (the Club and Foundation's first International School partner)**
- ★ **ABRSM Partner Programme School (Second Worldwide International School Partner)**
- ★ **Trinity Cultural Experience Badge (2025/2026)**
- ★ **AFEC (Athlete Friendly Education Centre) School (one of just 40 worldwide)**
- ★ **UAL Art & Design Foundation Diploma Accreditation (one of only four centres outside of the UK)**
- ★ **AI in Education: Explorer Level 2026 (first European school to be certified)**

Our Commitment to Safeguarding

Our school's practices reflect and are aligned with the written Expectations of the International Taskforce on Child Protection.

St George's British International School is committed to safeguarding and to promoting the safety and welfare of children, young people and adults. Every member of staff employed at St George's has a responsibility to safeguard. St George's endeavours to provide a safe and welcoming environment where all staff and learners are respected and valued.

The school's Safeguarding and Child Protection Policy, applicable to all employees, includes the procedures for spotting and reporting child protection concerns, the role of Designated Safeguarding Leads, procedures, actions, referral processes and support measures.



HR General Assistant

Office and General Services (Human Resources Assistant)

St George's British International School is seeking an Office and General Services HR Assistant to provide key administrative support to the busy Human Resources Department. St George's British International School is home to over 1000 students from nearly 100 different cultures and has a large, diverse staff body made up of teaching staff and administrative staff from both the United

Kingdom and elsewhere. The role is available on a full-time basis at the St George's La Storta campus.

Duties and Responsibilities

- Providing support to all staff regarding HR matters
- Communicating with staff through various channels, including via email, telephone and in person
- Supporting the on-boarding process for new staff members, including staff relocating from outside of Italy
- Maintaining records of new staff on-boarding processes, actions taken with public offices, obtaining Italian documents (working visas, ID, resident status, tessera sanitaria and codice fiscal etc)
- Liaising with the HR Manager and team regarding the progress and efficiency of the on-boarding process
- Providing assistance with accommodations contract issues/administration and/or lease administration
- Acknowledging and resolving staff complaints and supporting staff with challenges relating to major utilities companies, Italian public offices and banks

Personal Skills

The successful candidate will have:

- The ability to maintain a positive, empathetic and professional attitude towards colleagues
- Flexible and adaptable to the varied demands of working in a world-class school environment
- Able to work independently and collaboratively as part of a team
- Able to work successfully under pressure, with excellent organisational skills
- Able to demonstrate a positive and proactive attitude towards participation in professional development and the school's induction and appraisal processes
- Able to present a professional image in line with the high expectations of St George's
- A talented communicator
- A confident and competent user of IT

Formal Qualifications / Experience

- A Bachelor's degree (or equivalent)
- Relevant previous experience in a Human Resources Team
- Relevant previous experience in a busy administrative office function
- Fluent in English and Italian

How to Apply

Reference Number	**261102**
Application Deadline	**Wednesday 18 November 2026, 4.00pm CEST**
Start Date	**January 2027**
Availability (full-time/part-time)	**Full-time or Part-time**
Contract	**One-year contract with the view to become permanent**

We reserve the right to appoint before the closing date. Early application is strongly encouraged.

Please complete an online application form via **www.stgeorge.school.it/staff/vacancies**. Shortlisted candidates will have references taken up prior to interview.

Supporting Statement
The Supporting Statement is an instrumental part of our shortlisting process and should address and detail: the reason you are applying for the role, why you feel that you are a suitable candidate for the role to which you are applying, your skills and experience, and an explanation of any gaps in employment during your career.

Additional Application Guidance
The Education and Qualifications section of the application form must be completed in full (including grades obtained). References provided should always include your current employer. If you are currently working in education, please note that your first referee must be the Headteacher/Principal of the school that you are currently employed with.

School Policies
Applicants to St George's should be familiar with the school's Safeguarding and Child Protection Policy available at **www.stgeorge.school.it/policies**. A copy of the Staff Code of Conduct and Whistleblowing Policy will be made available to shortlisted candidates.

Conditional Offer of Appointment

Any offer to a successful candidate will be conditional upon the following:

- Verification of identity, qualifications and professional status

- A safeguarding check
- Receipt of at least three satisfactory references (one of which should be from your current or most recent Principal, Head of School or line manager)
- Verification of medical fitness (completion of a medical declaration)
- Social media screening

Non-EU applicants will be required to produce their university transcript with courses taken and final grade of their first Degree.

Remuneration

Package details will be available to shortlisted candidates upon request.

Equal Opportunities

St George's is an equal opportunities employer and is fully committed to a policy of treating all its employees and job applicants equally. Discrimination will not be made on the grounds of age, race, religion, disability, marital status, gender, re-assigned gender, sexual orientation, pregnancy or other basis.