



Looking for a job where you are responsible for the organisation and planning within a developing organisation? Would you like to be a member of a dynamic team in a growing international school?

International School Delft Secondary is a rapidly growing school. To facilitate this, the school will appoint an Officer for Planning and Organisation with effect from the start of the school year 2021-2022. As the school develops, the roles and responsibilities will be subject to regular review and possible changes.

Officer for Planning & Organisation

Central to the position is leading and executing the timetabling and planning processes of the school. You will report to and work closely with the leadership of the school.

Key Responsibilities:

- To be responsible for planning and organisation.
- To lead and coordinate the timetabling, daily timetable changes, duty and exam schedules, to provide staff and students with information about schedule changes, and to take a leading role in working with Magister and Zermelo.
- To develop and implement administrative workflows to facilitate management of the school.
- To oversee and control the organisational processes.
- To coordinate the ICT facilities within the school and liaise with the ICT provider in the areas of ordering, repairs and maintenance.
- To advise and support the leadership team with regard to daily organisation.
- To oversee and support Arbo and BHV protocols.
- To monitor and facilitate the resources inventory with input from the Subject Area Leaders and the Media resources coordinator.

Qualifications and experience:

- HBO/Academic background
- Creative and flexible with an affinity with education and awareness for the workflow in an (international) school
- Strong organisational abilities and initiative
- Excellent ICT skills and the willingness to learn/master new IT systems
- Strategic and analytical thinker, practical and solution-oriented
- Pro-active and hands-on, a self-starter
- Willing to work during out-of-office hours, if required
- A good communicator, excellent social skills and service-mindedness with intercultural understanding
- Fluent in English and Dutch (written and spoken)

Scope and Remuneration

- 0.7-0.9 FTE
- Function level: Starting at OOP Scale 8
- With possibilities for development in both scope and scale as the responsibilities of the function increase in line with the expansion of the school



The function is linked to the full staff profile which may be found on our website, www.internationalschooldelft.org

Please send your letter of application and curriculum vitae, together with names, addresses and contact numbers of referees before 8 July in digital format to:
recruitment@internationalschooldelft.org

Interviews are scheduled to be held in the week of 12 July

For additional information, please contact Ms
Minke Veeneklaas m.veeneklaas@internationalschooldelft.org