



We seek to appoint an enthusiastic:

Administration Assistant (0.6- 1.0 fte) – temporary asap

Who is eager to be part of a new, energetic and dynamic team? The ideal candidate will be hands on, proactive, and willing to jump in and help out where needed.

The suitable candidate will be internationally minded and should:

- Be fluent in English and Dutch, both oral and written, and be an effective communicator
- Be a good planner and organizer
- Have good knowledge of (international) administrative requirements and procedures in a school, knowledge of (international) schools is a plus
- Have excellent computer skills and experience in producing and formatting of texts, overviews, tables, schedules, graphs, reports, and be open to working with new computer programs and systems
- Be a people person with a warm and friendly nature, able to mix easily with persons of any culture and background, and have a customer-focused and 'front of the house' attitude
- Be flexible and positive; demonstrating resilience in a school setting.

Duties:

- Function as the first point of contact for telephone calls, students, parents and visitors to the school
- Respond to e-mail inquiries from potential new students and families as well as our external stakeholders and vendors
- Assist in ensuring school systems and databases are up-to-date and accurate
- Assist with the daily time-table by registering student and teacher absences
- Assist the support staff with all tasks related to administrative duties
- Be of general assistance to teaching staff and assist them with organization of class lists, supplies, etc.

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

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