



International School Delft Secondary seeks to appoint an enthusiastic:

Administration and Admissions Assistant (total of 0.8fte)

who is eager to be part of a new, energetic and dynamic team. ISD Secondary is a rapidly growing school, undergoing development and transition. The ideal candidate will be a hands-on, proactive person and is 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 Admin:

- 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 data bases are up-to-date and accurate.
- Assist with the daily timetable by registering student and teacher absences.
- Assist the support staff with all tasks related to administrative duties.
- General assistance to teaching staff with, for instance, organisation of class lists, supplies, etc.
- Assist with placing school orders.

Duties Admissions:

- Act as first point of contact for admissions applications and inquiries.
- Assist the Admissions Officer with keeping an overview of admissions numbers, and applications statuses, sending reminders for outstanding documents/information when necessary.
- Send out offers of places on behalf of the Admissions Officer.



What we offer

- 0,8 FTE- the job may be split in a duo-job.
- Scale OOP 6-7 depending on experience with room to develop.
- Development possibilities and a positive work environment.

Applicants are requested to send a letter of interest and curriculum vitae together with names, addresses and contact numbers of three referees in digital format to:

recruitment@internationalschooldelft.org

As we are an international environment, application for any position should always be written in English.

Applications should be sent to the above email address before 17 August. Interviews will take place in the week of 16-19 August.

About International School Delft

International School Delft is a young and dynamic state-subsidised international school serving the community in the Delft/The Hague region. The Primary school was successfully established in 2014 and is conveniently located on the Technical University campus in Delft. Following a growing demand for international secondary education, our Secondary school was launched in 2019. With this extension, International School Delft has entered a new phase in its journey to become a leading – 4 to 18 year – International Baccalaureate world school. Located in Delft, the school has a partnership with the TU and fosters a strong commitment to design and technology in the curriculum. This focus on technology and design will be reflected in the state-of-the-art, purpose-built school building that will be realised in the coming years.

We offer our staff the opportunity to shape the school into becoming one of a few IB World schools in the Netherlands to offer the full range of IB programmes. International School Delft provides its staff with excellent opportunities for professional career development. We are committed to investing in the development of our staff through continuous schooling and training.

As a successful applicant, you will be welcomed by an enthusiastic, sociable and thoroughly international team.