

Secondary School Assistant

The Assistant to the Secondary School provides general and secretarial and administrative support for the management team. As a member of the administrative team, he or she will also assist in answering telephone enquiries and responding to general administrative matters as they arise. However the primary duties are:

- to read and respond to emails and other post addressed to the Secondary School and the Secondary School Principal;
- assistance with the Secondary Principal's diary and organizing appointments;
- communicating with secondary parents where necessary, through letter, email, telephone, website, etc.;
- drafting and issuing of official school documents, such as attendance confirmation letters, school reports and transcripts;
- preparing documents, lists, forms and letters for secondary school use;
- prepare and distribute general orders for secondary school needs;
- to prepare for secondary leadership team meetings and take action minutes as requested;
- acting as a point of contact between the Secondary Principal, the IBDP and IBMYP Coordinators and the Secondary Staff
- assisting in the organization of Secondary Parent /Teacher/Student meetings, secondary school events and other events as directed;
- maintenance of the secondary school's files;
- maintaining secondary attendance records (in particular late arrivals and early departures), contacting families and liaising with secondary staff over absences;
- assisting the secondary principal with the recruitment, appointment and orientation of secondary teaching staff;
- maintaining/creating general display boards;
- to aid the secondary principal and IBDP and IBMYP Coordinators in individual projects;
- to undertake secondary school duties if required;
- to undertake photocopying for the secondary principal and vice-principal;
- to act as the first point of call for first aid for secondary students;
- organizing the secondary educational supplies inventory and locker inventory;
- assisting staff in documentation for school trips, events and activities;
- any other reasonable duties, as may from time to time be requested by the Owners Governance Group, Principals and Business Manager.

Requirements:

- English native speaker with an excellent level of German
- excellent communication skills with students and parents
- strong IT skills
- motivated, organized and hard-working with a warm, helpful personality

Salary for 40 hours per week: starting at EUR 1,800.00. Start date: August 16, 2017

Please send your application including CV to finance@danubeschool.com or by post to

Danube International School GmbH

z.Hd Hr Biber

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