

Executive Secretary to the Head of School (0.8 FTE)
Start date 9 January 2023

If you are interested in being part of a school community where we celebrate diversity, focusing on the inquiry cycle in the teaching learning process, inspiring our students to reach their full potential by mentoring them through the process then look no further.

We are looking for an **Executive Secretary to the Head of School** who will provide high-level support to the Head of School in administrative matters in the day to day running of the school. The candidate will have to be fluent in **English and Dutch**. The successful candidate will be an active member of the school team who enjoys working in an environment where one needs to maintain calm and be proactive.

Key responsibilities:

- Meet with the Head each morning to discuss all matters arising, including correspondence received, responses required, planned visitors and events.
- Managing appointments/diary of Head of School
- Prepare papers/agendas for meetings and take meeting minutes and distribute/files accordingly
- Transcribe notes and upload onto school systems
- Planning and organising meetings
- Prepare and send invitations to school events
- Draft presentations for Head of School
- Draft correspondence for the Head. Some independent drafting of letters will be required.
- Undertake confidential tasks as required by Head.
- Liaise with parents competently, confidently, professionally and in a timely manner on behalf of the Head of School
- Ensure smooth running of the Office and give a welcoming impression to all and assist with general enquiries etc.
- Process and data entry of applications for vacancies and admissions
- Accounts Department: liaise with Accounts Department in relation to School budgets and invoices etc.
- Provide support to members of the School Leadership Team, as required by the Head of School

Requirements Essential:

- Completed a relevant course for an Executive Secretary / Management Assistant
- Completely discreet and understand the confidential nature of work
- Highly organized and self-motivated
- Able to communicate, and relate with confidence and empathy, to a wide range of contacts – pupils, parents, staff, School Governors and visitors
- Able to write concisely and accurately, whether drafting marketing material, documents or letters for the Head
- Poised, personable and able to present a welcoming and professional introduction to the school
- Efficient and timely administration, able to set up and use clear and logical systems

- Able to identify work priorities, meet deadlines, multi-task and cope with interruptions with a smile
- Good IT skills, including Outlook, Word and Excel and knowledge of a database system

Desirable:

- Experience of working in a school
- Experience of updating / maintaining a website (training will be provided)
- Some marketing experience

Remuneration:

The package will be commensurate with the responsibilities of the position and will include the following elements:

- Salary depending on previous experience and qualifications, a Holiday and an End of Year payment according to the CAO (Collective Labour Agreement) for OOP (support staff)
- ABP Retirement/Pension scheme
- School closure Holidays
- The start date of the initial contract is from 1 January 2023.

How to Apply:

Email **as soon as possible latest by Monday, 21 November 2022** your full CV, motivation letter, to: HRM@hetbaken.nl or info@edu.isalmere.nl

Only shortlisted candidates will be contacted and interviewed. Interview dates are **23 and 25 November 2022**.

The position will be advertised until filled. The school reserves the right to appoint earlier than this deadline should an outstanding candidate apply.

For further queries please contact Rubin Borges, Head of School at info@edu.isalmere.nl or at +31 (0) 36 76 00 750