

## Job Description

<b>Job Title</b>	Assistant
<b>Department</b>	Junior School or Senior School Business Unit
<b>Responsible to</b>	(Deputy) Head Teacher Manager Business Unit Other as indicated

### Job Context

The BSN aims to provide a secure, stimulating and happy learning environment in which children/students receive quality teaching and learning . The School Support Staff as part of the BSN school structure supports specific parts of the school's core business.

The Business Units support the BSN in a specific area of expertise and enable the realisation of the BSN's organisational objectives. They are responsible for initiating, developing and the realisation of the BSN policies and for advocating, promoting and advising on issues and activities in their field of expertise. Each team develops policies and tools for the organisation and provides advice, guidance and support for management and staff of the BSN.

Within the Business Units several specific areas of expertise are grouped. The areas of expertise are: Finance, Human Resources, IT, Operations and Marketing and Admissions. Each unit develops policies and procedures and provides tools, advice, guidance and strategic, tactical and administrative support to the organisation of the BSN (management and staff). The Language Centre staff support the processes of the Language Centre and carry out work in the field of office management, registration, admissions, administration, advertising and marketing and financial aspects (payments).

### Job Purpose

Support and assist with, and contribute to the core processes and services of the department indicated, including dealing with general enquiries from staff, students and parents.

### MAIN RESPONSIBILITIES

#### Assist, support and contribute to core processes of team

- Assist in the delivery of the administrative, secretarial, support, logistical, facility and/or technical work of the unit / team.
- Be the first point of call for enquiries/requests and make sure that the calls are answered or redirected to the colleagues, whenever required carry out reception work.
- Contribute to administrative tasks and carry out work (data entry) on the different databases and records as instructed.
- Upon request, carry out work as instructed by the manager and the team members.
- Process in- and external mail and carry out filing and photocopying and repro duties.
- Responsible for ordering & stock control of departmental stationery and office equipment and other (promotional) materials as requested.

#### Personal Responsibilities

- Maintain an appropriate awareness of and work effectively within the policies and procedures of the BSN.
- Operate safely within the workplace and maintain a high standard of housekeeping.
- Act in a professional manner at all times and maintain confidentiality of information.
- Maintain a record of professional development and take opportunities for professional development in line with career, role and school.
- Attend departmental and school meetings as required.

- Such other duties that the Head Teacher, BU manager and or the Principal may reasonably and from time to time require.

## **Contacts**

### **Internal**

- All staff groups

### **External**

- External service providers
- Students and Parents
- Companies/organisations

## **Qualifications and Experience**

Good standard of general education.

Knowledge of own area of expertise and of business principles and practice.

Experience of working in a support staff environment.

Fluent speaker of English, and proficient in reading and writing English;

Ability to communicate in Dutch.

Good team player

Ability to work autonomously

Good working knowledge of relevant computer programmes and systems.

Flexible approach to working methods and conditions

Good customer service skills and attitude

Attention to detail and good at completing tasks

Positive approach to dealing with problems

Ability to work towards deadlines

Confident and positive about working in an international multicultural setting

*This job description is subject to review and amendment by the Principal in the light of changing needs of the BSN and to provide appropriate development opportunities*

*The job holder can be asked to carry all other duties the BSN may reasonably direct to ensure flexible and efficient working practice.*