

Job Description

Job Title	Officer
Department	Business Unit
Responsible to	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: Accounts, 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

- Responsible for the delivery of specific tasks and the completion of (administrative) processes in order to support core business processes in specific area of expertise. All of the responsibilities outlined below should be directed towards making the BSN one of the best places in the world for children to learn and develop.

MAIN RESPONSIBILITIES

Support and contribute

- Responsible for the delivery of specialized processes, focussed on the school's core mission.
- Contribute to the development, implementation and evaluation of the services provided (such as promotional or marketing material, health advice, first aid support, different administrative processes, databases) ensuring continuity and reliability.
- Keep up to date with the latest developments in the specific focus areas.
- Collect, analyse and report about data/information and coordinate information flows; administer specific data bases; gather information for progress reports.
- Be the point of call for enquiries/requests; develop and maintain relationships with in- and external stakeholders;
- Identify bottlenecks in the execution of processes and tasks and propose and lead process improvements.
- Manage specific process-related projects and/or participate in projects initiated by the Business Unit or others
- Liaise with colleagues from other parts of the organisation and/or external parties/stakeholders about the specific processes.
- Check and take care of the administrative tasks; complete the administrative aspect of various procedures.

- Manage one or more (sub) accounts, files, lists, data, resources; contribute to the (re)arrangement of accounts/databases.
- Maintain stocks; assist with the organisation and stock control.
- Support the manager and/or colleagues in their tasks when necessary and upon request, carry out work as instructed by the manager.

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

- Head teachers and BU managers
- All staff groups

External

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

Qualifications and Experience

Good standard of intermediate vocational education,
 Additional professional training in focus area.
 several years of relevant experience in a similar role.
 Specific knowledge of own area of expertise and of business principles and practice.
 In this position you will work closely together with the other members of the Support Staff.

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

Able to communicate in Dutch

Good interpersonal skills

Team player and able to work independently

Good working knowledge of relevant computer programmes and systems.

Flexible approach to working methods and conditions

Good communication skills and good service attitude

High level of attention to detail and good at completing tasks

Positive approach to dealing with problems

Ability to work within tight time limits

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.