



I.B.I.S. is a Primary and Secondary school with an integrated Kindergarten. The children are aged 3-13.

We are committed to maintaining happy learners in our community through our values of respect, kindness, honesty, creativity, transparency and courage. At I.B.I.S., we value experience from all sectors of education and are passionate about equal opportunities. We are also passionate about maintaining our staff's wellbeing and positive mental health.

Job Title: Office administrator

Responsible to: the Headteacher

Key Responsibilities

- ✓ To commit to the safeguarding of children at all times.
- ✓ To always act in the best interests of the I.B.I.S. community including pupils, staff and parents.
- ✓ To support and promote the school's values.
- ✓ To act in accordance with school policy and the school's Code of Conduct.

The successful candidate will:

- Have excellent communication skills; oral and written, expertise with information technology for communication and other work related procedures.
- Have demonstrated ability to work well in a team setting as well as independently.
- Have excellent English and German.
- Be outgoing, responsive, compassionate, warm and kind.

The general roles and responsibilities of the I.B.I.S. office administrator are:

- Maintain a safe environment.
- Maintain pastoral care as a priority, dealing with children and adults on a daily basis.
- Establish and maintain good working habits and discipline.
- Adhere to school timelines and working hours.
- Supervise pupils occasionally during the school day, including in the playground during breaks according to school supervision rota.
- Attend staff meetings and other training and development sessions.
- Take part in joint decision making with colleagues and the Headteacher regarding the day to running of the school office.
- Assess and evaluate pupils' concerns with parents and management where appropriate.

The appointment of any new colleague will be subject to satisfactory references, verification of identity and proof of qualifications. The Independent Bonn International School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and national/international disclosure and barring services. I.B.I.S. is an Equal Opportunities employer, and welcomes applications for all posts from appropriately qualified persons regardless of age, physical disabilities, ethnicity, gender, marital status, sexual orientation, religion or beliefs.

The specific roles and responsibilities of the role are:

- Meet visitors and parents, treating them with courtesy.
- Use of a variety of office software such as Word, Excel, Outlook emails and internal databases to ease the running of the office.
- Conduct clerical duties, including filing, answering phone calls, responding to emails and preparing documents.
- Maintain the school's prospective parent filing system as well as the current pupils' files.
- Prepare materials for presentations, the weekly school bulletin & school reports for parents.
- Manage the Headteacher's calendar.
- Assist the Headteacher with recruitment processes and records.
- Assist the Business Manager with matters relating to insurance and other administrative tasks.
- Assist the After School Coordinator preparing invoices for parents.
- Schedule parent-teacher consultations.
- Take care of staff travel arrangements for professional development.
- Arrange travel to and from school trips as well as administer all necessary paperwork for the same.
- Manage the school stationery supply and its budget.
- Organise the school's annual ordering process as well as keep classes supplied with necessary classroom equipment.

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Additional information

I.B.I.S. offers individuals an opportunity to embrace their vocation and grow professionally. The school's location in Bonn, Germany offers not only a high standard of living, but a range of opportunities for travel, cultural discovery and personal growth.

Contract

The role is a maternity cover until summer 2022 with potential extension. There is a six month probation period, following which permanent contracts can be issued, based on mutual agreement between both parties. Salaries are competitive.

Relocation

Given the wide range of different accommodation options available, we do not find accommodation on your behalf. However, we will provide you with guidance and support in finding housing, as well as support in making your first steps living in Germany. We can easily put you in contact with a local relocation agent if required.

Holiday / Working Hours

The school operates on a British term system, with three terms in the year. We follow, where practical, the holiday patterns of other local schools. The school has a 38 academic week calendar. There are holidays at Christmas and Easter, in the summer, plus one week in October, February and May for half term. There are also numerous religious and public holidays throughout the year. The office administrator is entitled to 30 working days' holiday per calendar year, if working five days per week.

Working hours are as follows:

Monday, Wednesday, Thursday	09:30- 15:30
Tuesdays, Fridays	08:30- 17:30 (17:00 on Fridays)



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Making an application to work at I.B.I.S.

All applicants should hold a **valid appropriate qualification**. Applicants are to complete our [application form](#) and submit a covering letter and current CV including names and emails addresses of at least two references. One reference should be the candidate's current or most recent employer.

You are requested to submit a **colour , initialed** copy of the following documentation to complete your application:

- Your birth certificate
- Certification of qualifications
- Your passport information page/ EU identification card

Please also submit the following, where available:

- Recent police clearance (erweitertes Führungszeugnis)
- A valid work permit, if you are not an EU resident

Applications are held on record for a maximum of two months and then destroyed. Your application details will never be shared with a third party without your consent.

Please send all applications, including the application form, covering letter and up to date CV for the attention of **Mr P. Wharton (Headteacher)** by email to recruitment@ibis-school.com

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