



EUROPEAN SCHOOL BRUSSELS I
ECOLE EUROPEENNE DE BRUXELLES I
EUROPÄISCHE SCHULE BRÜSSEL I

Brussels, 10 July 2024

The European School Brussels I (Uccle site) is recruiting a :

Secretary (M/F) One-year fixed-term contract - Part-time (60%)

The EIBE is part of the European Schools system and provides education for children whose parents work for the European institutions. Our school community is made up of 4,250 pupils of 60 different nationalities and over 500 members of staff from different countries. Pupils study in eleven language sections: English, Danish, Spanish, French, German, Greek, Hungarian, Italian, Latvian, Polish and Slovak. Located on two spacious, leafy campuses in the south of Brussels, our school offers innovative, inclusive teaching programmes that produce excellent academic results. More information about the European Schools in general is available at <https://www.eursc.eu/fr>

JOB DESCRIPTION AND MAIN TASKS

Reporting to the Deputy Director of the Uccle nursery and primary cycles, the secretary will be responsible for the following tasks:

- Recruitment: analysis, management and archiving of recruitment files, pre-selection of candidates for certain positions, contact with candidates, organisation of interviews with the selection committee;
- Educational visits: Planning for the school year in accordance with teachers' wishes, budget management, practical organisation (bookings, transport and event planning), monitoring invoices and insurance;
- School equipment: stock management and sales (badges, textbooks, chasubles, registers);
- Diaries: updating, ordering and follow-up with the printer;
- Photographer: planning the photographer's visit, following up with the photographer and communicating with parents on the subject;
- Managing lost items with EUREKA;
- Displays: management of displays to indicate classes, teachers, etc. and specific displays for parents' meetings or other events;
- Reception: telephone or on-site reception (requests for information, questions about children or the organisation of the school from parents and teachers);
- Drawing up weekly and annual schedules;
- Various secretarial tasks (correspondence, reports, filing, photocopying, etc.);
- Various supervisory tasks;
- Any other ad hoc task useful to the department when the Deputy Director deems it necessary and appropriate.

PROFILE REQUIRED

- At least a bachelor's degree in secretarial science or equivalent through experience;
- At least 2 years' experience in a similar position;

- Similar professional experience in another European School is a strong asset;
- Excellent command of French and good knowledge of English, knowledge of another European language would be an asset;
- Excellent command of IT tools (Office 365) ;
- Excellent communication skills in a demanding multilingual context;
- Precision and rigour;
- Discretion and respect for confidentiality;
- Flexible organisation and respect for deadlines;
- Resistance to stress and dynamism;
- Autonomy and ability to work as part of a team;
- Proactivity and initiative.

OFFER

- A fixed-term contract for one year (with possible extension to an permanent contract) subject to Belgian social and tax legislation and in accordance with the Staff Regulations for Administrative and Service Staff (<https://www.eursc.eu/BasicTexts/2007-D-153-en-14.pdf>);
- Entry into service: as soon as possible;
- 22h30 per week ;
- A gross monthly salary starting at €2,820.87 for a 60% salary (based on experience);
- A multicultural and stimulating working environment;
- A varied job with lots of contacts.

To apply, please send the following documents (in PDF format) by 23:59 on 24 July 2024 to UCC-RECRUITMENT@eursc.eu under the reference "**Secrétaire UCC + surname + first name**".

- CV (Europass format) ;
- Cover letter ;
- Photocopies of certificates/diplomas.

When applying, candidates are invited to submit any additional documents they consider useful, such as a letter of recommendation or a recent assessment.

Please also complete the following form: <https://forms.office.com/e/7eRicRGLni?origin=lprLink>

Please note that only candidates who have completed all the above steps and applied by the deadline will be considered eligible.

Candidates who have not received a reply by 30 September 2024 may consider their application unsuccessful. Candidates invited to interview will be contacted by email or telephone.

Shortlisted candidates will be required to provide a certificate of good conduct (Model 2 - for access to education in Belgium or any similar document for another country of origin) at their interview.

Please consult our Privacy Statement to find out about our policy for handling your personal data in connection with recruitment on the website: <https://www.eeb1.com/app/uploads/2018/12/2018-03-D-23-fr-3.pdf>