



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

Brussels, 24 September 2024

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

Multi-skilled worker (M/F) Replacement contract - Part-time (50%)

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 twelve language sections: English, Danish, Spanish, French, German, Greek, Hungarian, Italian, Latvian, Polish, Slovak and Slovenian. Located on two spacious and leafy campuses in the south of Brussels, our school offers innovative and inclusive teaching programmes that produce excellent academic results. More information about the European Schools in general is available at <https://www.eursc.eu/en>

JOB DESCRIPTION AND MAIN TASKS

Reporting to the Deputy Director of Finance and Administration, the worker will be responsible for the following tasks:

- Archiving, filing and dispatching accounting, administrative and HR documents;
- Archive management ;
- Preparing meeting rooms and tidying up ;
- Photocopier maintenance and stock management ;
- Checking and cleaning the coffee machine and other appliances;
- Laundry management for work uniforms (workers and nurses) ;
- Plant care and watering ;
- Any other tasks related to the role as required by the departments.

PROFILE REQUIRED

- At least a CESS or equivalent through experience;
- At least two years' experience in a similar job;
- Very good knowledge of French. English or Dutch is an asset;
- IT skills: Windows, OFFICE 365 ;
- Excellent respect for confidentiality;
- Flexible organisation and respect for deadlines;
- Resistance to stress and dynamism ;
- Excellent communication skills in a demanding multilingual context;
- Autonomy and ability to work as part of a team ;
- Proactivity and initiative.

OFFER

- A replacement contract governed by Belgian social and tax legislation and in accordance with the [Regulations of the Administrative and Ancillary Staff \(AAS\)](#);
- Entry into service: as soon as possible ;
- Plan: 18:45 per week ;
- Place of work: Uccle and Berkendael sites ;
- A gross monthly salary of €1,693.18 for part-time work;
- 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 8 October 2024 to UCC-RECRUITMENT@eursc.eu under the reference "**Multi-skilled worker + 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: [Multi-skilled worker](#)

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 November 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-en-3.pdf>