



## Job description

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**Job title** Office Administrator  
**Based at** International School Ghent, De Pintelaan 258, 9000 Ghent

### Introduction

International School Ghent is a young, thriving and dynamic International School Community. The role of Office Administrator is an opportunity to join a supportive team and take on an important role in our growing school.

### Job profile

The Office Administrator supports the Head of School, Office Manager and teaching staff in achieving ISG's objectives by providing full administrative support. The Office Administrator is often the first point of contact for parents and external stakeholders. It is therefore essential that this person exemplifies the ethos of ISG and assures a professional internal and external image of the school by the way procedures are implemented and people are received.

### Specific responsibilities

- Welcoming and facilitating visitors to the school
- Manage and coordinate tasks delegated by the Head of School
- Operating and maintaining efficient filing systems
- Daily liaison with parents in school, by telephone or e-mail, transmitting messages to Head of School and other staff as required
- Creation, proof-reading and printing of school documentation, guides and reports for example Parent's guide, Admission policies
- Co-ordinating registrations and organization of After School Clubs
- Compiling and carrying out orders for educational equipment and office supplies
- To assist with the smooth operation of daily and weekly routines
- Liase with outside agencies
- Provide basic IT support for teachers and staff

### **Tasks**

- Deal with enquiries, phone calls and e-mails
- Proof-reading and printing of school reports
- Following up with permission and enrolment documentation
- Provide support to new parents regarding living in Belgium
- Survey pupils in the playground during recreation time
- Follow up with absent pupils
- Treat ill children before they are sent home
- Order school lunches
- Check deliveries conform to original orders
- Help staff to manage school trips – itineraries, travel, costing
- Assist with the organization and coordination of school events
- Attend internal and external events in relation to the role, when required

### **Personal attributes**

- Excellent interpersonal skills with a good team spirit
- High level of English, with a good knowledge of Dutch
- Able to prioritise workloads and to work with a minimal amount of supervision
- The capacity to remain calm and to cope under pressure with the unexpected
- The ability to work as a member of a team and independently
- Able to relate well to young people
- Efficient, dynamic, flexible, and self-motivated

### **We offer**

- A supportive and convivial work environment
- A part-time position with opportunities to increase as the school grows
- Increased holiday entitlement (to be taken during school holidays)
- Salary based on qualifications and experience

### **Selection requirements**

- You hold a master or bachelor diploma and at least 3 years of professional experience
- Excellent and detailed knowledge of Microsoft Office and an ability to pick up in house systems quickly and easily
- You have an excellent level of English: native speaker or level C1, a good level of Dutch
- Role is flexible to allow development of particular skills an applicant may have
- Applicant must possess the necessary visa to work and live in Belgium
- Expertise or experience in a particular area is an advantage, for example marketing and communication, IT support, educational management
- Clean police report
- Relevant experience in a school related environment an advantage
- Ideally you live in Ghent or its vicinity.

