

Sports Hall Supervisor and BISSV Admin Assistant



We are looking for a

“Sports Hall Supervisor and BISSV Admin Assistant” (August 2022-June 2023)

- Department:** Co-Curricular Activities
- Responsible to:** Head of Student Services and Operations
- Job Summary:** Responsibility for Primary Age Students between the end of school and the start of CC Activities/ Emergency primary student supervision. Support the BISSV Team with basic administrative tasks.
- Working hours:** Monday – Friday 15:00 – 16:15 - Sports Hall Supervision.
Working in total 45 hours/mth with Flexible working hours outside of the hours listed above.

Qualifications/ Skills required:

Experience working with groups of primary age children. Coaching qualifications desirable. High level organisational skills, flexibility and the ability to work under pressure. Experience working in an international environment desired. Fluent in English both orally and in written form. Fluency in German preferred. First Aid Certification.

Salary placement: 450 € Euro Mini Job (for 45 hours/mth)

Specific Responsibilities

After School Primary Supervision

- Supervising primary students in the SH whilst they are waiting to be picked up for CC Activities.
- Ensuring students are picked up by the appropriate coach / activity leader.
- Supervising other Primary students who have not been picked up by 15:40 whilst waiting for their parents

BISSV/ Co-Curricular Office Assistance

- Covering in the CC Office (when not supervising in the SH)
- Working with the Club Coordinator on BISSV and Camp Development
- Supporting the Club Coordinator with managing membership records
- Assisting in liaising with sporting bodies and local organisations and clubs.
- Offering assistance with BISSV queries in the absence of the Club Coordinator
- Producing and updating attendance lists and emergency contact and medical lists for BISSV activity leaders and coaches.
- Supporting the CC Department in producing and updating attendance lists and emergency contact and medical lists as necessary.
- Helping to update the Primary CC Participation lists

The post holder is required to perform any other duties that may, from time to time, reasonably be required within the general level of responsibility of the post.

Are you interested? Please send your application and a full CV to Ms Christine Driesdow (HR-Manager) at recruiting@bonn-is.de. Any further questions? You can contact our BIS HR-Team under 0228 – 308 54 220.

Bonn International School e.V.

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