



# Personal Assistant to the Primary School Principal (m/f/d)

Full-time or part-time (min. 75%) –  
Effective 1 June 2019

Bonn International School (BIS) is an independent, nonprofit association, (e.V. eingetragener gemeinnütziger Verein) governed by a Board of Trustees. As an International Baccalaureate World School, BIS offers an English language education for children aged 3-18. This school year, 730 students, from 75+ nations, attend BIS. Our international staff consists of 140 colleagues (teachers and administrative staff). As an experienced institution, we focus on a global mindset, creativity and innovation.

The Personal Assistant to the Primary School Principal (PA) reports to the Primary Principal. This person is responsible for carrying out all administrative, organisational and secretarial processes and procedures that support the daily operations of the Primary School and the administrative needs of the Primary Leadership Team.

The Personal Assistant to the Primary School Principal is a central function within our organization. The school expects the PA to represent our school by displaying the highest professional standards as well as to work and communicate cooperatively and respectfully with all stakeholders.

We seek a team player, who successfully liaises with colleagues and can handle confidential information with due professional care.

## Areas of responsibility:

- Support Primary Principal's office (appointments, calendar, correspondence, meetings preparation, preparation of documents, response to queries from parents, teachers and students, hosting guests and other administrative support)
- Allocation of cover for Primary faculty (optional)
- Administration of Primary student attendance and notification to parents
- Creating and maintenance of the Primary Duty Schedule
- Administration of Parent Teacher Conference set up
- Support Primary school events
- Provide secretarial support to Primary Curriculum Leaders when required
- Send out primary communications
- Support school events
- Creation and updates of operational forms for Staff Portal (cover/trip/room-booking)
- Management of late pick ups

## Bonn International School e.V.

Board Chair: Silje Skogstad | Director: Patricia Baier | Martin-Luther-King-Str. 14, 53175 Bonn, Germany T: +49 (0) 228 - 30854 0 | F: +49 (0) 228 - 30854 350 | info@bonn-is.de | www.bonn-is.de

German Association Number 4862 | USt-ID: DE268823417

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## Personal Assistant, Primary School Principal



### Your qualifications and skills:

- University degree or equivalent
- Fluent oral and written communication skills in English and German
- Qualifications and experience in office administration is essential
- Experience in working in a multicultural environment, educational institutions
- Advanced knowledge of Microsoft Office software
- Outstanding time management skills
- Excellent customer service attitude
- Strong work ethic
- Interest in international education and the IB curriculum
- Flexible, stress-resistant and problem solving approach
- Team player

### Our BIS job diversity:

- **Personal development:** strong induction phase and various personal development options

- **Corporate culture:** flat hierarchy, open-door policy and diverse international work environment
- **Social benefits:** BIS labour agreement with 30 days holidays plus additional time-off during Christmas and New Year, retirement provision, free parking spaces
- **Occupational health system:** modern and well-equipped workplace, social and health opportunities eg, running group and an occupational health system
- **Work-Life-Balance:** flexible working hours

This full-/part-time position (min. 75%) is limited for 2-years with a possibility to obtain an unlimited contract after this period.

Are you interested? Visit our website: [www.bonn-is.de](http://www.bonn-is.de). We look forward to your application: [recruiting@bonn-is.de](mailto:recruiting@bonn-is.de).

If you have any questions, please contact our HR-team Christine Driesdow or Susanna Guzzo, Phone: (0228) 308 54 220.



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