



Join the MSF Team!

Assistant Secondary School (20h/week)

(M/W/D)

The Assistant works with the Secondary School Principal and Secondary Assistant to help maintain an effective and safe Secondary School environment. He/she provides organisational and logistical assistance and guidance to the Secondary School.

The Assistant in the Secondary School provides support in:

- Monitoring student attendance (ManageBac monitoring, parent and teacher communication as needed)
- Cover planning for planned and ad-hoc staff absences
- Classroom booking and scheduling
- Managing semester reports production
- Acting as central ManageBac contact, including ensuring tailored functionality for all sections of the Secondary School (Middle School, IGCSE, IBDP) in consultation with section coordinators
- Acting as communication link between internal stakeholders and ManageBac support
- Coordinating Secondary School lockers and maintaining relationship with service provider
- Assisting staff, students and parent with ad-hoc requests
- Production of weekly staff briefing, bi-weekly Notes to Parents and annual staff and student/parent handbooks
- Communication with stakeholders including staff, students, parents, authorities and the wider MSF community
- Liaising with Finance/Procurement

German language skills and knowledge of German educational landscape are desirable, but not essential.

The position is a part time position limited to a period of 12 months. We expect fluency in speaking and writing English (native level).

The performance objectives are fulfilled when all client groups are supported in all related Office Administration matters.

Please send your CV latest by Tuesday, 1st November 2021 to careers@m-school.de.