



Join the MSF Team!

Office Administrator Secondary School

(M/W/D)

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

The Office Administrator in the Secondary School provides support in:

- Ensuring tailored functionality for all sections of the Secondary School (Middle School, IGCSE, IBDP) in consultation with section coordinators Monitoring student attendance including parent and teacher communication
- Cover planning for planned and ad-hoc teacher absences
- Classroom booking and scheduling
- Managing semester reports production (Zeugnisse)
- Acting as central contact for internal teacher/student/parent data base tool (ManageBac)
- 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 department

We welcome applicants who have completed the relevant professional training and already have some experience in this broad area of responsibility. Furthermore, we expect effective planning and organizational skills, good time management and a high level of communication skills as well fluency in German and English (native Level).

We see all our employees as valuable members of our school community and offer an attractive training program, attractive remuneration with many additional benefits such as a pension plan, active health management with personal trainer, the school's own fitness center, free massages and numerous social activities.

We offer an attractive and friendly work environment in an atmosphere of mutual support and collaboration.

If we have aroused your interest, please send us your complete application documents as a PDF with CV and letter of your motivation to careers@m-school.de.