



## Join the MSF Team!

### Assistant Primary (25 h/w)

### (M/W/D)

The Metropolitan School Frankfurt is an IB World School and a recognized school in Hessen with 750 students aged 3-18 from 55 different nations.

In this position the **Assistant for the Primary School** is responsible for daily communication with teachers and students, managing administrative tasks.

#### Key Responsibilities:

- Correspondence with staff, parents, and students (via email/bulletin)
- Monitoring student and teacher absences, including organizing substitute lessons
- Managing staff schedules
- Assisting in the organization of Primary School events
- Handling daily administrative tasks
- Ensuring databases are updated regularly
- Supporting the Head of the Primary School with daily tasks

We are seeking applicants who have completed relevant training and possess professional experience in this broad field of responsibilities. We expect effective planning and organizational skills, good time management, and strong communication skills. Proficiency in English (both written and spoken) at a professional level and good German language skills are required.

We provide an attractive and friendly working environment in an atmosphere of mutual support and collegial cooperation. Our staff benefits include an attractive salary package with private pension provision, active health management with a personal trainer, supplementary company health insurance, an on-site fitness center, complimentary massages, and numerous events and activities.

If this opportunity sparks your interest, please send your complete application documents as a PDF, including your resume, qualification certificates to **wittig@m-school.de**.