

Personal Assistant to the Director

The Personal Assistant (PA) to the Director provides general, secretarial and administrative assistance for the director. As a member of the administrative team, she or he also assists in responding to general administrative matters as they arise.

However her primary duties are:

- to act as the first point of contact for the Director;
- to assist with the director's diary and organizing his/her appointments;
- to oversee the school calendar;
- to communicate with parents where necessary, through letter, email and telephone;
- to respond to emails in the Director's inbox as requested;
- to prepare the school yearbook;
- to prepare documents, lists, forms and letters for school use;
- to prepare for leadership team meetings, SCC meetings and individual director meetings, acting as an observer and taking action minutes as requested;
- to act as a point of contact between the Director, the principals and the owners;
- to maintain the school's database, Google documents and director's files;
- to assist the director with the recruitment and relocation of teaching staff;
- to deal with authorities and being contact person for authorities;
- to facilitate and record professional development/INSET for all staff (both on PASS and on google documents);
- to assist the director in making travel arrangements for staff on official school business;
- maintenance of secondary school's files held in Director's Office;
- to record pre-arranged staff absences;
- to aid the director in individual projects and assist in the organisation of school events;
- to support other administration assistants, as required;
- any other reasonable duties, as may from time to time be requested by the Director and the Finance office.

Requirements:

- Fluent in English and German
- Friendly and positive personality who enjoys working in a team
- Excellent communication skills with students, staff and parents
- Strong IT skills (MS Office, Publisher, Photoshop)
- Motivated, used to working independently, organized

Offered salary for 40 hours per week: starting at EUR 2.030,00 gross per month, depending on previous work experience. Start date: September 26, 2022

Please send your application including CV to finance@danubeschool.com or by post to

Danube International School GmbH
Finance Office
Josef Gall-Gasse 2
1020 Wien