

School Campus Administrator

Safeguarding

The British International School of Stockholm is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to relevant police checks, the receipt of satisfactory references and the production of relevant original ID documentation and examination certificates. The successful candidate must also be willing to undergo child protection training appropriate to the post.

Job Details

Employer:	British International School of Stockholm
Location:	Sweden
Contract type:	Full time
Contract term:	Permanent
Hours of work:	8.00 - 16.30 or 8.30 - 17.00
Salary:	Based on qualifications and experience
Job starts:	As soon as possible

Main Responsibilities

The British International School of Stockholm is now seeking to employ a School Campus Administrator, to join an established administration team in our growing international school. We are looking for an open, friendly and welcoming team member that is passionate about administration and service.

- Dealing with daily routines; communicating with parents and classroom teachers regarding registration, attendance, absences, illnesses and collection arrangements, prioritising where necessary.
- Answering and dealing with incoming calls; responding promptly and effectively to enquiries.
- Meeting and greeting all visitors, ensuring security and safeguarding procedures are followed.
- Selling school stock and merchandise.
- Assisting with arrangements for visits and visitors to the School, school outings, etc.
- Contributing to other administrative functions of the school on a project basis (e.g. finance, procurement, human resources, marketing)
- Providing any other administrative support, as required.
- Keeping abreast of future events and organising as necessary.
- Writing correspondence and emails.

- Helping provide an orderly, friendly and calm environment for parents, staff, children and visitors.
- Liaising with other Office staff, as appropriate.
- Ensuring the office areas are kept clean and tidy at all times.
- Any other duties within the capacity of the post holder as may be reasonably requested by the Principal or Team Leader from time to time

Essential requirements for the position include:

- Previous administrative experience, preferably gained within a school / professional services environment
- Excellent understanding of providing outstanding customer service
- Strong organisational skills
- Excellent timekeeping
- General IT competency
- Fluent spoken and written English
- Good spoken Swedish
- Eligibility to work in Sweden

To apply

Please send the following documents to recruitment@bisstockholm.se, putting 'Campus Administrator' as the subject of the e-mail:

- A completed application form, that is found on our website <https://bisstockholm.se/careers/>
- CV including details of two professional references
- A letter of application and the application form on our website

Successful candidates will be invited for an interview.

About the school

Situated on two campuses in Djursholm, a beautiful suburb of Stockholm, and enjoying an excellent reputation, BISS is a vibrant and highly successful school of around 600 children from 45 different countries. Meeting internationally recognised standards of excellence, the school is an accredited member of COBIS. (Council of British International Schools)

Closing date

The deadline for applications will be January 25th. However, BISS reserves the right to interview and appoint outstanding candidates before this date.

Please contact recruitment@bisstockholm.se for any queries about this role. For further information about the British International School of Stockholm, please visit <http://www.bisstockholm.se>