The International School of The Hague is a highly successful, innovative and energetic semi-public school located in a state-of-the-art building in an area of natural beauty on the edge of the city of The Hague, near Kijkduin.

The entire school currently has 1800 students and hosts over 85 nationalities with teachers from around the world. The school is divided into Primary and Secondary with a Principal for each section. The Principals, Vice-Principals, supported by the Business manager, comprise the Senior Leadership of the School.

The Primary school was established in 2003 and became the first school in the world to be accredited at “Mastering” level by the International Primary Curriculum (IPC). We now have more than 650 pupils on roll.

Currently we have a vacancy for an:

**Office Manager (Hoofd Administratie) to the Primary School (1,0 FTE)**

Start date: 1 September 2017 or soon thereafter

**Responsibilities:**

* Organising and monitoring the workflow of the Primary Office, in relation to ordering, absences, after school activities, etc.
* Organising, maintaining data on data bases connected to the Primary School
* Organising and preparing necessary documents and materials for the Primary School;
* Be a member of the communication team to support efficient internal and external communication
* Act as the point of contact for external agencies, such a Leerplicht, and individuals;
* Maintaining contacts within the group of schools and with external agencies about general substantive aspects of pending issues;
* Drafting and circulating letters and other correspondence ensuring deadlines are met;
* Preparing, receiving and supervising visitors and delegations including hospitality arrangements;
* Assisting with the monitoring of HR matters regarding Primary staff;
* Guarding the progress of projects and inform the Primary Principal about it;
* Taking on any other reasonable responsibilities as requested by the Primary Principal.

**Desired Qualifications:**

* Specialist subject knowledge of management support methods and procedures;
* Knowledge of internal administrative and procedural regulations;
* Proficiency in the drafting of letters;
* Excellent interpersonal skills;
* Understanding the role, organisation and procedures of an educational institution;
* Proficiency in balancing interests and priorities;
* Excellent knowledge of the Dutch and English language, ability to speak and write at a native level;
* Ability to be flexible and adaptable when changes occur;
* Good computer skills and a willingness to learn programmes that are specific to the school and the role;
* Excellent organisational skills;
* Ability to use initiative in making decisions and taking actions.

**Working hours:**

* 40 hours per week (excluding lunch breaks)
* Working hours 08.00 hrs – 16.30 hrs
* Holidays may not be taken during the school term time

**We offer**

A temporary appointment for a year, with a view to a permanent contract if all the conditions are met. The position is based on the Dutch Collective Labour Agreement (CAO) for Primary Education. Scaling: OOP staff, Scale 7. The exact step depends on the relevant background and experience. (CAO PO)

**Procedure**

* Please send your letter of application (in English), a recent photograph and your full CV to [primaryrecruitment@ishthehague.nl](mailto:primaryrecruitment@ishthehague.nl)
* Deadline for Applications: 6 August 2017. Short listed candidates will be interviewed **as soon as possible**, commencing week of 14th August 2017.
* If you have any questions, please don’t hesitate to contact Kathy Carlier 070-338 4567, before 7 July 2017. Our school will be closed after that time.
* If you have not heard from us by 28 August 2017, then please assume that, on this occasion, your application has been unsuccessful.

Please visit our school website for more specific information about our school: [www.ishthehague.nl](http://www.ishthehague.nl/)

The Rijnlands Lyceum Recruitment Code is applicable and can be obtained via the above email address or our website/job-vacancies. Agency calls regarding to this advertisement are not appreciated