



**EUROPEAN SCHOOL BRUSSELS I
ECOLE EUROPEENNE DE BRUXELLES I
EUROPÄISCHE SCHULE BRÜSSEL I**

Brussels, 18th March 2025

The European School Brussels I (Uccle site) is recruiting a:

Secretary (M/F) Permanent contract - Part-time (50%)

The ESBI is part of the European Schools system and provides education for children whose parents work for the European institutions. Our school community is made up of 4,250 pupils of 60 different nationalities and over 500 members of staff from different countries. Pupils study in twelve language sections. Our school offers innovative, inclusive teaching programs that deliver excellent academic results. More information about the European Schools in general is available at <https://www.eursc.eu/en>

JOB DESCRIPTION AND MAIN TASKS

Reporting to the Deputy Director of the Uccle nursery and primary cycles, the secretary will be responsible for the following tasks:

- Educational visits: Planning for the school year in accordance with teachers' wishes, budget management, practical organisation (bookings, transport and event planning), monitoring invoices and insurance;
- Recruitment: analysing, managing and archiving recruitment files, pre-selecting candidates for certain positions, contacting candidates, organising interviews with the selection committee;
- School equipment: stock management and sale (badges, textbooks, safety vest, registries);
- Diaries: updating, ordering and following-up with the printer;
- Photographer: planning the photographer's visit, following up with the photographer and communicating with parents on the subject;
- Managing lost items with EUREKA;
- Postings: manage postings to indicate classes, teachers, etc. and specific postings for parents' meetings or other events;
- Reception: telephone and on-site reception (information requests, questions from parents and teachers about children or the organisation of the school);
- Draft of weekly and annual schedules;
- Various secretarial tasks (correspondence, reports, filing, photocopying, etc.);
- Various supervisory tasks;
- Any other ad hoc task useful to the department when the Deputy Director deems it necessary and appropriate.

PROFILE REQUIRED

- At least a bachelor's degree in secretarial studies or equivalent through experience;
- At least 2 years' experience in a similar position;
- Similar professional experience in another European School is a strong asset;

- Excellent command of French and good knowledge of English, knowledge of another European language would be an asset;
- Excellent command of IT tools (Office 365);
- Excellent communication skills in a demanding multilingual context;
- Precision and rigour;
- Discretion and respect for confidentiality;
- Flexible organisation and respect for deadlines;
- Resistance to stress and dynamism;
- Autonomy and ability to work as part of a team;
- Proactivity and initiative.

OFFER

- A contract for an indefinite period subject to Belgian social and fiscal legislation and to the Staff Regulations for Administrative and Ancillary Staff (<https://www.eursc.eu/BasicTexts/2007-D-153-en-15.pdf>);
- Entry into service: from 3 June 2025;
- 18 hours and 45 minutes per week, schedule to be agreed;
- A gross monthly salary starting from 2,397.74 euros for a 50% (the exact grade and step will be determined on the basis of relevant professional experience);
- A multicultural and stimulating working environment;
- A varied job with lots of contacts.

To apply, please send by 1st April 2025 at 23:59 to UCC-RECRUITMENT@eursc.eu under the reference "**Secretary UCC + surname + first name**" the following documents (in one single PDF entitled SURNAME first name)

- CV (Europass format) ;
- Cover letter ;
- Photocopies of certificates/diplomas.

When applying, candidates are invited to submit any additional documents they consider useful, such as a letter of recommendation or a recent assessment.

Please also complete the following form: [Secretary Uccle](#)

Please note that only candidates who have completed all the above steps and applied by the deadline will be considered eligible.

Candidates who have not received a reply by 31 August 2025 may consider their application unsuccessful. Candidates invited to interview will be contacted by e-mail or telephone.

Shortlisted candidates will be required to provide an extract from the criminal record (Model 596-2 - for access to an activity in the field of education in Belgium or any other similar document for another country of origin) at the time of their interview.

Please consult our Privacy Statement to find out about our policy for handling your personal data in connection with recruitment on the website: <https://www.eeb1.com/app/uploads/2018/12/2018-03-D-23-en-3.pdf>