



Schule Schloss Salem gGmbH is currently looking for a qualified and experienced

## International Baccalaureate (IB) Administrative Assistant (m/f/d)- part-time / 60% workload

### Who we are

Schule Schloss Salem is a state-recognised boarding school with around 280 employees that has been committed to educating individuals since 1920 in the spirit of its founder Kurt Hahn. The special quality of Salem lies in strengthening children and young people through communal experiences and at the same time providing them with space for individual development. This special quality depends on well-trained, but above all committed staff who enjoy working in a diverse and multinational environment. Outside of the school, you can expect one of the most scenic areas in Germany in the immediate vicinity of Lake Constance with water and winter sports facilities, cultural and natural sights and a high quality of life.

The IB Diploma Programme at Schule Schloss Salem has been growing for thirty years. It unites the pedagogical ethos of Salem with the challenging, yet holistic ethos of the International Baccalaureate. The IB Administrative Assistant is an integral member of the IB Team, sharing the enjoyment of working with a uniquely international and diverse student body and faculty.

### What you do

- Be part of the administrative team and work closely with IB Coordination and the School Management Team
- Handle core aspects of IB administration such as student registration, accounts, results processing, transcript and recognition documentation and general correspondence
- Be a key member of IB Coordination in monitoring IBIS and MyIB systems, examination planning and implementation
- Have a key role in the organization of in-school revision and IB workshops for faculty members

### What you bring

- Experience of working in a team and a positive team spirit
- Administrative and clerical experience
- Fluent spoken and written English at native, academic or certified translator level
- Digital fluency with a variety of word- and data-processing programmes/apps and complex data platforms (IBIS, ManageBac and others)

### What we offer

- an interesting and varied job in an international learning community with System-Specific training
- A professional and friendly team context with quick decision-making processes
- Remuneration in line with our collective agreement, the TV-L, including Christmas bonus and employer-financed pension scheme

**We look forward to receiving your application!**

**Janina Kölle, Head of HR**

Schule Schloss Salem

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