

Job Description

Full-time Bilingual Administrative Assistant to the Head of Primary in the British Section Primary Department

To provide high quality confidential administrative support to the Head of Primary, in a very busy school environment, to ensure the smooth running of the Primary and Maternelle Department, using a wide variety of IT systems.

Responsibilities include:

Scheduling appointments for the Head of Primary, maintaining calendars, room reservations, preparation of communications and documentation, collating and distributing - mails, filing and photocopying.

Welcoming visitors to the Primary Department and assisting with preparations as necessary.

Assisting with the preparation of confidential documents and reports to a high standard for executive use, using a full range of software, e.g. Word, Excel and PowerPoint.

Assisting with the pastoral care of pupils. Contacting parents when a child has not been picked up from school or when a child is ill and needs to be collected.

Assisting with the organisation of Primary and Maternelle events, activities, trips and projects.

Setting up the Parent Teacher Meetings' electronic booking system for appointment reservations.

Maintaining and setting up pupil, staff and departmental files, both electronically and physically.

Distribution of British Section school reports to parents and externé schools. Filing school reports in pupils' files.

Efficient use of electronic storage systems for documentation and data storage and retrieval.

Liaising with British Section pupils, parents, host schools, externé schools and external agencies.

Using the British Section's communication system, SchoolPost, to send out communications to parents and staff.

Collating articles for the school's Insites magazine, newsletters and other publications.

Assisting with the admissions' process for the testing of Primary and Maternelle pupils and in-putting result data onto the Admissions' database.

Reception of prospective parents and children during the testing period and helping to put the children at ease before they are seen by the teacher. Answering queries from the parents and liaising with the Admissions' Office.

Preparation of confidential references for staff and pupils for the Head of Primary, liaising with schools who have requested references and parents as necessary.

Assisting with the recruitment of Primary staff.

Collating Primary and Maternelle staff overtime and absences and preparing a monthly report for the Head of Primary for the Finance Manager.

Ordering stationery, stock, text books and test commodities for the Primary Department.

Being able to cope efficiently with a very diverse administrative workload with the ability to meet deadlines as required by the Head of Primary.

Developing systems and practices to help support the needs of Primary children, parents and staff and to enable the smooth running of the Primary Department.

Doing the above during the Head of Primary's absence on school trips, training, school visits etc. to ensure the smooth running of the Department and liaising with the Head of Primary when she is off-site and with the Assistant Head of Primary.

Skills required:

- Excellent communication skills in both English and French: the Primary Administrative Assistant will often be the first point of contact for parents and pupils and hence has a vital role in projecting a positive, welcoming image and ensuring all communications from the Section meet the highest professional standards.
- A strong understanding of the pastoral and care needs of Maternelle and Primary children
- Teamwork: the ability to work collaboratively
- Efficiency, accuracy and initiative
- Adaptability and flexibility
- Motivation and enthusiasm
- Native level English
- Good spoken and written French
- Excellent organisational, administrative and secretarial skills including ICT
- Confidentiality and diplomacy in a complex international environment
- Experience of working in a school would be an advantage as would prior experience as a PA and confidential secretary.

The Primary Administrative Assistant will be line-managed by the British Section's Head of Primary.

Location: British Section Primary office, Lycée International, 2 bis rue du Fer à Cheval, 78100 Saint-Germain-en-Laye

Hours: Monday to Friday (circa 08h30 – 17h30)

The post involves working after the end of term for pupils, before the end of the summer holidays before the Rentrée and during the first days of each holiday while the Lycée International building is open.

Start date: From Monday 25th August 2025 with the possibility of joining us in June/July to help prepare for the Rentrée.

If you are interested in applying, please send a letter of application and CV to Miss Susan Woodward at primary.admin@britishsection.fr by **Monday 26th May 2025**.