



Post ref.: 2022/EE-PAS/04

**THE EUROPEAN SCHOOL OF ALICANTE
IS LOOKING TO RECRUIT**

**TEMPORARY SECRETARY REINFORCEMENT
FOR THE NURSERY / PRIMARY / SECONDARY CYCLE**

Job offer

Temporary part time post (0,9 full time) as school secretary.

The reinforcement is needed to guarantee a smooth start of the school year 2022-23.

The School will be in a position to advertise an equivalent permanent position only as from 1.1.2023.

Profile

A candidate will have:

- University degree
- Experience as a secretary for at least one year, experience as a secretary in a school will be considered as an asset
- Ease of communication in a multicultural environment
- Very good command of MS-Office365 suite
- Ability to work proactively and independently
- Sense of organization and responsibility
- Team spirit
- Discretion
- Resistance to stress
- Ability to quickly learn and use the IT tools tailored for our organization

Will be:

- Bilingual Spanish-English or will have knowledge of **English and Spanish**, at least corresponding to C1 level. Knowledge of French and/or German will be considered as an asset
- Adaptable and willing to integrate into a team
- A person of confidence, serious, rigorous and flexible

Application procedure

Please send us, before 8/06/2022 at 16.00 p.m., your:

- a) motivation letter (PDF)
- b) Europass CV (PDF)
- c) copies of your diploma(s)/certificate(s) (PDF)
- d) any proof of your former experience as secretary

to the following e-mail address: **ALI-RECRUITMENT@eursc.eu**

The candidate should be able to start working for the school immediately.

Please write in the subject of your e-mail “**2022/EE-PAS/04**”

- All documents must be sent to us in PDF format and must be named according to their content.
- You will receive a reply which will confirm that we have received your application.

Please consult our Privacy Statement to know our policy regarding the processing of personal data in the scope of recruitment (2018-03-D-23-en) <https://www.escuelaeuropea.org/escuela-europea-de-alicante/empleo>

Please find a link to the European Schools www.eursc.eu as well as the link to the website of the European School of Alicante www.escuelaeuropea.org