

SECRETARY FOR THE SECONDARY CYCLE MANAGEMENT

Profile

- Team-oriented and collaborative.
- Attitudes for a multicultural environment.
- Excellent communication skills, with empathy and multicultural sensitivity.
- Proactive and able to work independently.
- Strong prioritisation skills.
- Strong organizational skills.
- Resilient under pressure.
- Discreet.
- Reliable.
- Committed to confidentiality and ethical standards.
- Digitally proficient.
- Skilled and experienced in office software, communication tools, and data/document management systems.

Key responsibilities

- General organization of the secretariat, including maintaining physical and digital filing systems.
- Managing incoming emails, phone calls, and inquiries from parents, students, and staff.
- Provide administrative support to the management team.
- Serve as the first point of contact: welcome visitors and manage reception duties.
- Record and manage teacher absences, ensuring proper coverage and documentation.
- Prepare and issue letters, communications, certificates, reports, transcripts, and other official documents.
- Handle contract proposals and modifications in coordination with administration.
- Communication with staff, students, and external providers in relation to extra-curricular activities.
- Support administrative processes related to the European Baccalaureat preparation, including written and oral examinations.
- Coordinate logistics for school events, staff meetings, training sessions, and official visits, including visit from inspectors.
- Ensure compliance with institutional policies, including data protection, confidentiality, and internal regulations.
- Use digital tools for documentation, communication, and reporting; update internal systems as needed.
- Collaborate effectively with other staff members to ensure smooth daily operations and respond to changing priorities.
- Perform any other additional administrative tasks, as required by the school management.

Requirements

- Diploma of completed programme of further or higher education of minimum three years duration in Secretarial Sciences Field or equivalent.
- Certified minimum of 2 year of experience as Secretary to the Management Team in medium size Institutions/Enterprises.
- Proficiency in Spanish and English, at least at C1 level.

Assets

- Competence minimum B2 in any additional Official European Union language (preference will be given to French or German).
- Experience in the European School system.

We offer

We are offering contracts in accordance with the Service regulations for the administrative and ancillary staff (AAS) of the European Schools (Ref.: 2007-D-153-en-15) available clicking [here](#).

- **Starting date:** 1 December 2025
- **Type of contract:** Permanent part-time contract (50% FTE)
- **Salary:** Initial minimum gross salary +/- 2.000 € per month (extra payments included)

Application procedure

Please send us the following documents in PDF format and naming the files accordingly:

- a) Motivation letter
- b) CV (Europass)
- c) Copies of your diploma(s)/certificate(s)

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

Please write in the subject of your e-mail the job reference number “2025/EE-PAS/06” followed by your name.

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

Deadline: 17.11.2025

Applications received after the deadline and without all the required documents will not be considered.

The candidate must present a criminal record certificate before being hired. The School will need that the candidate has a NIE (Foreigner Identification Number) or DNI (Spanish National Identity Document).

Please be aware that sending us your application will be considered implicit authorization to keep your CV in our file. 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](#))

Detailed information concerning the syllabus can be found on the website of the European School of Alicante <https://www.escuelaeuropea.org> or on the website of the European Schools <https://www.eursc.eu/en>.

Thank you for your interest in the European School of Alicante.