



*The European Schools could best be described as a mini-continent within a school, where our students receive a unique form of international education. Our curriculum is structured in a way which places particular emphasis on the sciences and multilingualism.*

*Approximately 500 children attend the European School of Bergen (NL), which is located near the city of Alkmaar (Noord-Holland province). Our pupils range from 4 and 18 years of age and are grouped in three language sections (anglophone, francophone and Dutch-speaking). Classes are organised in three cycles:*

- *Nursery cycle (two years),*
- *Primary cycle (five years) and*
- *Secondary cycle (seven years).*

*The European Schools curriculum is the same in all the language sections. Differentiation and inclusiveness are cornerstones of the European schools.*

*Upon successfully completing their secondary schooling, our students are awarded the prestigious European Baccalaureate (EB). This qualification is fully recognized by colleges and universities throughout the European Union and beyond.*

From 8 April 2024 the European School Bergen (ESB) is looking for an

**EDUCATIONAL ADVISER**  
**in the Secondary Cycle, half-time (20 hours per week)**  
(Job reference number 2024.04)

## Profile

- Good oral and writing communication skills are required to collaborate effectively with another full-time colleague and the school management; experience working in a secondary school is desirable
- The ability to work well in a team, maintain a positive attitude, be pupil-friendly and demonstrate initiative are essential
- Strong organisational skills, a structured work approach and the ability to prioritize the tasks are essential.
- Proficiency in ICT skills (Word, Excel, O365) is necessary
- Ideally, the candidate should be a fluent English speaker with a good knowledge of Dutch. Knowledge of French would also be beneficial. However, suitable candidates with other language skills can also be considered based on the languages offered. Please indicate clearly your language skills in your application.

The work will involve a range of administrative and pastoral duties, examples of which are below:

- Oversee and manage students' absence and lateness records and school-related activities in our School Management System (SMS), serving as the primary point of contact with parents in addressing students' absences;
- Coordinate and manage teachers' absences within the SMS system, acting as a contact person for absent teachers in order to organise and follow-up replacements for absent teachers;
- Take charge of supervising and assisting students in the Study Hall, ensuring a conducive learning environment;

- Actively contribute to the well-being of students by creating or participating in various activities and being available for students if the need arises;
- Provide administrative support in the practical organisation of examinations, including but not limited to preparing exam rooms, creating invigilation schedules, and ensuring all necessary materials are readily available for examinations;
- Undertake any additional tasks associated with internal school organisation or the overall well-being of students, demonstrating flexibility and commitment to our school's educational environment.

#### Conditions and offer

- Contract for a fixed-term period: 8 April 2024 – 4 July 2025
- Working time: 08:15-12:15 from Monday to Friday on site
- A gross monthly salary of 2000 EUR gross. The salary includes travel expenses; we do not offer a separate travel allowance
- No pension scheme
- Collective health insurance possible
- School fees compensation for any of his/her children enrolled in the European School
- An offer of employment is subject to the production of a recent Certificate of Good Conduct/disclosure certificate. More information about this will be given if selected for interview.

#### Information

For information on the conditions of service and salary click the following link:

<https://www.eursc.eu/BasicTexts/2016-05-D-11-en-14.pdf>

For further information about the European School system, visit [www.eursc.eu](http://www.eursc.eu).

For more information about the vacancy, please contact the Deputy Director of the Secondary cycle, Ms Ilona Cytarżyńska: [BER-DEPUTY-DIRECTOR-SECONDARY-CYCLE@eursc.eu](mailto:BER-DEPUTY-DIRECTOR-SECONDARY-CYCLE@eursc.eu)

We wish to make you aware of the decision of the Board of Governors to relocate the school to Alkmaar in 4 years.

#### Data protection

Details concerning the processing of your personal data are available in the [privacy statement for recruitment](#).

#### Interested ?

- Send your application only electronically and in **PDF-format** to: [BER-info@eursc.eu](mailto:BER-info@eursc.eu)
- Subject of the email: **Educational adviser 2024.04** and **applicant's name**
- The application should contain:
  1. **Motivation letter**
  2. **Europass CV** (<https://europa.eu/europass/en>).
- Applications for this vacancy close at **12:00 on Monday, 18 March 2024**. Job interviews will be conducted between 19 and 21 March.