



The International School of Stuttgart e.V. is a non-profit Kindergarten through 12th grade, CIS and NEASC accredited, IB World School offering an international curriculum to a student body of about 830 from over 40 nations. Among its strengths are its student-centred and holistic approach to learning and its commitment to professional development and emphasis on student pastoral care.

ISS is looking to hire a part-time

UPPER SCHOOL SECRETARY

to commence as soon as possible, initially for 2 years

Responsibilities include general secretarial and administrative tasks related to the Upper School including assisting in the organization of external and internal examinations.

The successful candidate will:

- Be fluent in English and have German language skills on a native speaker level – written and spoken
- Have excellent organizational skills and a structured and goal-oriented work style
- Have previously held a similar role
- Have excellent computer skills (MS Office tools)
- Be service oriented and have a strong sense of confidentiality
- Be extremely reliable and thorough
- Enjoy working in a multicultural work environment

We are looking for a colleague who also:

- Displays commitment to the protection and safeguarding of children and young people
- Values and respects the views and needs of children and young people

Applications, in English please, should be submitted to HR@issev.de Applications will be handled with discretion.



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