

AMADEUS International School Vienna

Application Package: School Office Administrator (f/m/d) Full-time or Part-time

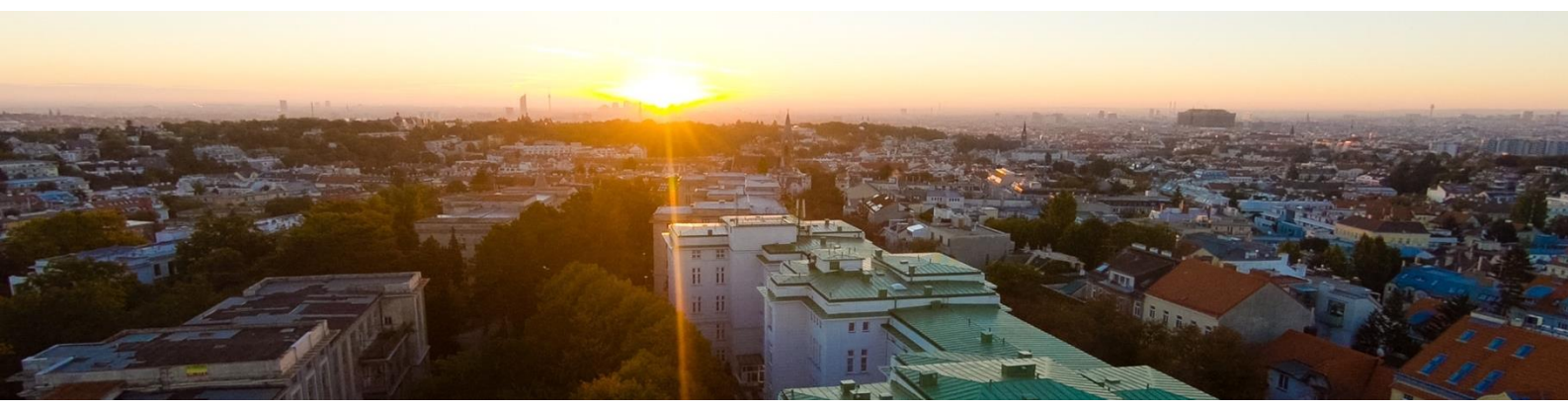


Contract Start Date:	Immediate Start
Application Closing Date:	10th of October 2022
Employment:	Full-time or part-time (30h up to 40h)

AMADEUS INTERNATIONAL SCHOOL VIENNA is a young, unique and dynamic IB World School (EY, PYP, MYP, DP & CP) located in heritage listed buildings on a beautiful campus in Vienna. We strive to create a strong sense of community, which allows students to discover their talents during the education process. With a strong commitment to creativity and performance throughout the school, AMADEUS has a dedicated Academy of Music and the Arts. Our excellent boarding facilities host students from around the world as part of a school community of more than 45 nationalities.

KEY RESPONSIBILITIES

- Promoting the positive team culture of the School Office by supporting school operations and promoting positive and effective communication organization wide
- Maintaining oversight (in cooperation with the AMAA Administrator) of the scheduling and full daily operation of the AMADEUS Music and Arts Academy within the school
- Overseeing and facilitating all official school communications on behalf of the Head of School and supporting the Head of Primary, Secondary, and Boarding
- Preparing and managing the central School and Academic calendars
- Providing support for all marketing and admissions efforts (including leading school tours)
- Providing logistical, planning and organizational support to all school and related community events
- Monitoring student attendance and maintaining oversight of comings and goings throughout the day
- Providing on-boarding support services to new staff and new students
- Maintaining oversight of the documentation of incident report forms, lost and found, and other systems requiring data centralization (uniform and technology infringements)
- Facilitating all Front Desk Reception and associated tasks (including but not limited to - handling mail and helping maintain workplace security by monitoring student, staff and visitor logs and front office traffic, preparing blue chips, keys, parking permits, hygiene measures, fire drill protocol, etc.)
- Overseeing school booking and distribution systems including room scheduling for meetings and events
- Providing organizational support for planning and promoting the school via the AMADEUS Vienna Community Association (Parents Association)
- Providing data reports as required such as student transcripts, attendance reports, statistic reports for the Austrian authorities, etc
- Assisting sections with a variety of administrative tasks including copying, preparing meeting rooms, creating posters/announcements, scheduling appointments, parent teacher conferences, communication, etc.
- Ensuring the School remains in compliance with data protection regulations
- Supporting in the common goal of student safeguarding and ensuring that all School Office staff are aware of safeguarding concerns alongside the procedures which must be adhered to in order to safeguard students



AMADEUS International School Vienna

Application Package: School Office Administrator (f/m/d) Full-time or Part-time



- Ensuring that all processes relating to health and hygiene as dictated by the Austrian authorities are acted upon, and recorded precisely
- Coordinating the Shuttle Bus logistics and communication
- Positive and timely communication with parents via telephone and e-mail in line with our values of kindness, happiness, imagination and distinction.

REQUIREMENTS

Essential:

- Matura level or equivalent
- 3 years successful experience in a similar role
- Strong verbal and written communication skills in English and German language
- High service orientation
- Ability to work autonomously and also collaborate well with colleagues
- Organised and with strong computer skills
- Resourceful, with a positive disposition
- Well-presented and excellent manners
- Commitment, reliability, flexibility and trustworthiness and a high level of discretion
- Valid residency and work permit for Austria

Desirable:

- A Bachelor Degree qualification
- Additional languages
- Education sector experience
- Experience with iSAMS, UNTIS, Managebac or OpenApply
- Has great attention to detail
- Valid First Aid Certificate (within the last two years)

WHAT WE OFFER

- A welcoming and inclusive work environment with a sense of mission and community
- Long-term employment in an international company
- Ability to be involved in a variety of projects as well as community activities
- The salary, depending on qualifications and experience, follows the current salary scale with a minimum gross monthly salary of EUR 1,900.00 (14 times a year) for an employment based on a full-time equivalent.
- Complementary lunch during the school year

HOW TO APPLY

AMADEUS Vienna follows international best practice Child Protection and Safer Recruitment processes. Candidates must be prepared to undergo child protection screening (police records) and appropriate pre-employment/reference checks.

If you are interested in being a part of our dynamic international team, please send your full application (including CV, cover letter, photo and references) **all in PDF** with the subject **School Office Administrator** to jobs@amadeus-vienna.com

Thank you for understanding that only shortlisted candidates will be contacted.

