

Munich International School (MIS), based in Starnberg, South of Munich, is an outstanding and innovative international school for students aged 4-18 from more than 65 countries. Since over 50 years inspirational faculty and staff create an exceptional learning environment that motivates our students to be globally-minded, academically successful, well balanced and prepared for future challenges and responsibilities. MIS is home and offers a lively community for international mobile families.

We are looking for a

Middle School Secretary (m/ f/ d)

Full-time (35 hours per week), as soon as possible.

YOUR ROLE

The Middle School Secretary supports the Middle School Principal, the Middle School Assistant Principal, and the teachers, staff, and students of the Middle School. This is a front-line position and a nexus of communication for the entire Middle School community. The Middle School Secretary works in close collaboration with the Middle School Administrative Assistant and the Middle School Leadership Team (MSLT) to ensure the smooth, efficient, and successful day-to-day operation of the Middle School.

YOUR KEY RESPONSIBILITIES

The Middle School secretary must be flexible and willing to take on ad-hoc challenges that arise in the course of the day-to-day operation of the Middle School. Typical responsibilities include:

- Proactively managing Middle School attendance and registration
- Preparing statistics and other data needed by the Principal, Assistant Principal, and Head of School's office
- Acting as the first point of contact for all MIS Middle School enquiries
- Proactively managing office and school supplies, as well as organizing student lockers and locks
- Managing in-coming calls and in- and out-going mail
- Supporting the orientation and integration of new students and families upon their joining the Middle School, including proactive communication with such students and families to ensure that they feel welcome and well-informed
- Supporting the withdrawal of student and families, including organizing departure packages and activities
- provide administrative support for student trips

YOUR PROFILE

- Fluent in English; preferably proficient in German
- Excellent written and verbal skills;
- Excellent organizational and interpersonal skills
- Good working knowledge of current business software, including Microsoft Office

- Ability to work in a sometimes fast-paced environment and remain calm, friendly, and supportive of incoming requests
- Ability to work effectively both independently and as part of a team
- Ability to maintain confidentiality and handle sensitive personal data
- Creative, solutions-oriented, and excited to work in the presence of pre-adolescent and adolescent children

WE OFFER AT MIS ...

- A challenging and exciting position in a unique, international school environment
- Effective cooperation in a professional and caring team with positive team spirit
- Learning and development opportunities for personal and professional growth
- Maternity cover contract
- Excellent benefits package: Monthly salary (based on an in-house collective agreement, 13th month salary, holiday bonus and meal allowance)
- Modern and comfortable working environment

YOUR APPLICATION

We look forward to receiving your application! Please send it to employment@mis-munich.de

Munich International School e.V.
Schloss Buchhof • 82319 Starnberg • Germany
Human Resources • employment@mis-munich.de