



EUROPEAN HIGH SCHOOL  
LICEO SCIENTIFICO STATALE "FERMI - MONTICELLI"  
Via Nicola Brandi, 22 – 72100 Brindisi Tel. 0831.452615  
Codice Fiscale: 91074520742 – Cod. Min. BRPS09000V  
e-mail: brps09000v@istruzione.it – [brps09000v@pec.istruzione.it](mailto:brps09000v@pec.istruzione.it)  
Indirizzo web: [www.europeanschoolbrindisi.eu](http://www.europeanschoolbrindisi.eu)

Brindisi 11/01/18

**INTERNAL VACANCY NOTICE: RECRUITING PART-TIME FRONT OFFICE ASSISTANT FOR THE EUROPEAN HIGH SCHOOL BRINDISI**

**Requirements :**

- English native speaker
- A sound Knowledge of Italian, in written and oral form, is essential; knowledge of another language is a bonus.
- Good ICT skills
- An in depth and documented knowledge of the European Schooling system
- Good communicative skills in managing and dealing with the public.

**Front office tasks :**

Translation into English of all the documents concerning the European School papers.

Relationship with foreign students and their families

Checking/verifying the attendance to classes

All the administrative tasks : handling phone calls, emailing, setting up of teachers' and students' files ( in paper and electronic form), writing minutes, assisting the principal and staff management in their duties, etc.

**Conditions :**

Weekly task of 6 hours, as follows : Monday – Wednesday : 10:30 / 12:30

Thursday 2:00 p.m. / 4:00 p.m.

**We offer :**

A temporary contract based on the effective amount of hours performed monthly

Each hour is paid € 19,24 gross

**Application procedure:**

Candidates who are interested and meet the requirements must provide:

- **Attached Cover Letter**

by e-mail to [brps09000v@istruzione.it](mailto:brps09000v@istruzione.it) within 18th January 2018.

Candidates will be interviewed by the principal and staff management.



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The evaluation criteria consist of :

Knowledge of a European L3	score 2 + 0.5	for any language level certificate
ICT competences ECDL	score 2 + 0.2	for any other ICT level certificate
Previous admin work experience	score 0.5	for every 3 month period work

Prof.ssa Stefania Metrangolo

(Principal, European High School)