

## **The European School Copenhagen**

**Seeking an English speaking Academic Employee to support management (part-time with potentially more hours)**

*Are you a dedicated person who would like to be part of developing an exciting international school environment at the new European School Copenhagen?*

European School Copenhagen (ESCPH) is part of the European School System. The mission is to provide a multilingual and multicultural education for nursery, primary and secondary level pupils. European School Copenhagen is a public, international school under the Municipality of Copenhagen and the first of its kind in Denmark. The European School Copenhagen opened August 2014 and has now 200 children from Nursery to Primary 3 in an English and a Danish language section. The school will be built up gradually, with one class level a year until 2018, where four Secondary classes as well as an additional language section will be introduced. Once it has been fully phased in, the European School is expected to have 975 international pupils from nursery to high school/12<sup>th</sup> grade. The ESCPH is an accredited European school and offers a European education that combines the educational requirements laid down for the European Schools with Danish pedagogy and working guidelines.

### **The position:**

You will be part of a small team referring to the Head of Primary and working closely with dedicated colleagues from different professional and geographic backgrounds.

Tasks will include (but are not limited to): Various administrative tasks, documentation, drafting and facilitation of development of policies, strategies, etc. As we are a school currently under construction, there may be changes in the job-description, and you should be prepared to contribute to solve a broad variety of tasks on an ad hoc basis.

### **Requirements: Skills & Competences**

- \* Language proficiency in English at a native speaking level.
- \* Strong writing skills in English
- \* Communicative qualifications are essential
- \* Planning, coordination, and facilitation competences
- \* Analytical skills
- \* Interpersonal and intercultural competences

### **The ideal candidates will furthermore have:**

- \* Master Degree in Public Administration or equivalent
- \* Policy skills
- \* Knowledge about primary education systems in Denmark and Europe
- \* Experience in drafting and developing strategies with multiple stakeholders
- \* Outstanding commitment and ability to engage and cooperate with management and teachers from all over the world.

### **We offer:**

- \* The opportunity to contribute to developing the school as a home for developing social, creative, and academic skills along with an openness and curiosity for the world around us.
- \* A vibrant environment with dedicated colleagues from various countries

- \* A management based on dialogue, trust, and inclusion of employees and parents

**Kindly submit your application electronically, addressed to Head of Primary Hanne Schmidt no later than September 23<sup>rd</sup>, 2016. The interviews will be held in the following week.**

*Salary and employment conditions in accordance with relevant collective agreements. The positions main working place is at the ESCPH, Copenhagen, however some tasks may be assigned at Sankt Annæ Gymnasium. For further information about the school please visit <http://www.eursc.eu>. For additional questions about the position you are welcome to contact Head of Primary Hanne Schmidt on tel.. +45 24 78 23 02 or [hst@escph.dk](mailto:hst@escph.dk)*

*The City of Copenhagen perceives diversity as a resource and appreciates that each employee contributes with his or her particular background, personality, competences and skills.*