

NSL Location

Nassaulaan 26

2514 JT The Hague

Tel: +31 70 318 49 50

KSS Location

Koningin Sophiestraat 24A

2595 TG The Hague

Tel: +31 70 324 34 53

VHS Location

Van Heutszstraat 12

2593 PJ The Hague

Tel: +31 70 205 1141

VNS Location

Van Nijenrodestraat 16

2597 RM The Hague

Tel: +31 70 328 14 41

HSV International School
www.hsvid.nl

Administrator / Secretary From 2021/22 School Year

We are currently seeking applications for an administrative position from the school year 2021/22 for 25 hours a week. Start date will be August 2021.

We seek applications from candidates who possess the following qualities:

- good interpersonal and organisational skills
- open and welcoming manner
- knowledge of Google Drive and ability to use Google products (docs, sheets, slides, forms)
- Knowledge of /experience with or willingness to learn how to work with ParnasSys, Schoolkassa, BRON, DUO, Onderwijs Transparant etc.
- good written communication
- good financial management skills
- the ability to produce documentation to a professional standard
- problem-solving skills
- flexible team player
- sense of humour
- ability to work independently
- a good multitasker
- able to work cooperatively with children, staff, parents and the general public
- Fluent in Dutch and English

All applicants must:

- have excellent ICT skills
- have good recordkeeping and database management skills (in Dutch)
- have relevant job experience, including working in an office environment
- be eligible to live and work in the EU
- have excellent spoken and written Dutch and English
- have a good professional manner
- have experience of working with the public; it is desirable to have worked in a school setting
- be able to manage stress levels
- have good organisational and time-management skills
- display proper telephone etiquette

Please send by email:

- CV
- Details of your nationality
- A cover letter detailing your experience
- Details of two professional reference

To: Mrs Lorraine Janet Dean, director of HSV International Department and Mrs Ingrid Schumacher, director HSV Dutch Department

E-mail: recruitment@hsvdenhaag.nl

Closing Date: Monday 7th June

The **Job Description** can be viewed [here](#).

Interviews will be held on Monday the 14th of June 2021 during office hours.

More information on the school can be found on our website: www.hsvid.nl and www.hsvna.nl.

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Haagsche Schoolvereniging

Situated in the centre of The Hague and enjoying an excellent reputation, the HSV International Primary School has approximately 650 (growing to 700+) children following a full primary curriculum, delivered in English, currently across four locations: KSS, NSL, VNS and VHS location.

The school's curriculum is based on England's National Curriculum for English (Literacy) and Mathematics, the core subjects. Other subjects are taught through the International Primary Curriculum (IPC).

Our Nassaulaan location houses the Dutch and International Department of HSV and offers bilingual education.

