



Children First Association

Freiestrasse 175, 8032 Zürich 044 252 9121

www.childrenfirst.ch

We are seeking an efficient and friendly administrator with professional experience to contribute to the high standards of our work in Zurich.

Children First is a high quality provider of care and early education founded in 2006 by Monica Shah Zeeman. We are seeking an administrator to join our team at an exciting stage in the development of our services. We offer daycare and education for multi-lingual families living abroad.

Job Title: Part-time bilingual (EN / DE) School Administrator

Four mornings per week from 1st November 2019 with flexibility to increase if necessary to five mornings.

Job description

Assist our Senior Management team with the administration and running of the schoolhouse including producing meeting minutes, action plans and documents in both English and German

Ensure Children First staff uphold our customer care policy in their daily work

Monitor standards of health and hygiene in our school, garden and playground

Liaise with contractors, suppliers and community partners, establishing and maintaining a reliable support network for the school

Ensure co-ordination between parents and staff to provide a reliable reception at the schoolhouse and online

Develop and maintain our infrastructure, both material e.g. on-site equipment, and virtual, by keeping our digital filing system and files in order

Provide support to the staff team and training in the use of central school IT and admin systems

Act as secretary in the administration of the Verein and CFA location/s

Provide support for events at the school, out of hours when necessary

Provide back-up for book-keeping and digital data entry using Excel and accounting software
Translate correspondence and documents into English/German, as needed

Skills, knowledge and understanding

Clear, goal-oriented, friendly communicator

Understand the needs of a children-centred environment, and our educational objectives

Demonstrate a clear ability to communicate in our multi-cultural, community-based nursery school

Organisational skills, from juggling priorities to planning / implementation

Can keep to agreed timelines and meet deadlines

The postholder will need to -

Work regular part-time hours but with the flexibility to attend out-of-hour school and community events if necessary

Respect the core values and needs of Children First in all administrative matters

Work smart to achieve quality standards in a small school environment

Adapt to the demands of a changing and growing educational organisation

8th October 2019