

The European School Luxembourg II is looking for:

1 nursery assistant (m/f) (approx. 28 hours / week)

**For the Anglophone section
From September 2017**

For the school year 2017-2018 (with possible extension*)

Job description:

The assistant is employed under the status of salaried employee to assist the teacher of the nursery cycle during his/her service.

Profile :

- Native English speaker or command of English at mother tongue level
- Good knowledge of at least one of the working languages (French, German)
- At ease with young children
- Good communication skills
- Diploma or qualification suited to carrying out this function
- Minimum of 2 years' experience in the field of early education

Contract:

The contract of employment will be written in accordance with the Service Regulations of the Administrative and Ancillary Staff of the European Schools, available at: <https://www.eursec.eu/BasicTexts/2007-D-153-en-7.pdf>

The salary scale of the nursery assistant for a weekly task of 37,5 hours is as follows:

Steps	1	2	3	4	5	6	7	8	Value steps	# months
Nursery Assistant	3 279,30	3513,53	3 747,76	3 981,99	4 216,22	4 450,45	4 684,68	4 918,91	234,23	12,00

Candidature:

The applications have to be sent via e-mail ONLY to the following address by 12th May 2017 :

MAM-RECRUTEMENT@eursec.eu

They should contain:

- A hand written application letter;
- a Curriculum Vitae, if possible in the "Europass" format :
<https://europass.cedefop.europa.eu/en/documents/curriculum-vitae>
- teaching certificates, including any to indicate completion of a probationary period e.g. QTS, SFR, Diploma etc...;
- a certificate of good conduct (from police records, for example a recent CRB or DBS check).
- contact details from your last employer and other professional referee

NB : The subject line of your application email needs to start with the above reference of this job offer: (D-PF-...). Only applications respecting the procedure can be taken into consideration.

The interviews will take place **between 22nd May 2017 and 9th June 2017**. No answer will be given to the candidates before the end of the procedure.

**The renewal of the contract depends on the total amount of pupils effectively enrolled for the next school year.*

(Please note that all personal data will be stored electronically, respecting the confidentiality. Candidates, who don't wish us to keep their data, are kindly asked to let us know.)