

NURSERY ASSISTANT (M/F/D)

Full time (25.5 hours/week)

Ref. 2021-08-PAS-EN-NUR-ASS

Job description

Mission :

An English-speaking nursery assistant for pupils in the Nursery cycle is being recruited for immediate entry to support the teaching team of the European School Luxembourg I. He/she will work closely with the class teacher.

Main roles :

- Assist the teacher in the planning, preparation, material organization and implementation of classroom activities.
- Prepare and tending the classroom and maintaining a clean environment, including cleaning used objects.
- Supervise and assisting groups of students in their activities after they have received instructions from the teacher.
- Monitor students' work and assisting them, if necessary, with additional explanations.
- Observe children's behavior and development and discuss this with the teacher.
- Prepare the pupils' work.
- Participate in the decoration of the classroom.
- Participate in the organization of the files of individual student work.
- Supervise temporary the classroom when the teacher is not available.
- Participate in the supervision of playtime.
- Accompany children (with or without the teacher).
- Accompany children to the toilet.
- Assist children with personal hygiene.
- Assist in dressing the children if necessary.
- Assist children with lunches.
- Adhere to the policies and procedures of the European School Luxembourg I.
- Work as a team and ensure that a cooperative and respectful relationship is maintained.
- Work in confidentiality.
- Participate in various activities that contribute to the general education of the students.
- Participate in meetings organized by the Management or its delegates.
- Participate in school visits and trips, if requested by the Management.
- Participate with teachers in parents' evenings and information meetings.
- Participate in pedagogical days and training courses.
- Take on administrative tasks according to the needs of the school.

Profile :

- The candidate has to be a national of a Member State of the European Union or be in possession of an authorization to work in the Grand Duchy of Luxembourg (valid at the time of application).
- The candidate will have an appropriate diploma and/or qualification as a nursery assistant in the national system.
- The candidate will have a minimum of 2 years professional experience in a nursery school.
- The candidate will be a **native English speaker (mother tongue level or C2)**.
- Knowledge of other European School languages is an advantage.
- First aid training is an advantage.
- Experience with children with special needs is an advantage.
- The candidate will be willing to cooperate with colleagues and management and will have good communication and teaching skills.
- The candidate will have knowledge of the European School system and be motivated to work in a multilingual and multicultural environment.
- The candidate will have a strong sense of responsibility and an impeccable personal presentation.

We offer :

- A **1-year contract** (31.08.2021 – 31.08.2022) in accordance with the legislation in force in the Grand Duchy of Luxembourg and the Staff Regulations for Administrative and Service Staff of the European Schools. : (<https://www.eursec.eu/fr/Office/official-texts/basic-texts/en> under "Service Regulations for the Administrative and Ancillary Staff (AAS) of the European Schools - 2007-D-153-en-10" (<https://www.eursec.eu/BasicTexts/2007-D-153-en-10.pdf>).
- **25.5 hours per week.**
- The initial gross monthly salary, payable in 13 months, ranges from €1,819.76 (Index 834.76) to €2,729.65 (Index 834.76) depending on the candidate's proven experience. Further details of the salary scale can be found on page 29 of the document "Staff Regulations for Administrative and Service Staff (PAS) of the European Schools - 2007-D-153-en-10".
- **The employee benefits from all the holidays of the School's calendar.**

Recrutement procedure :

- All applications have to be uploaded exclusively via the recruitment portal of the European School Luxembourg I – Kirchberg. (<https://www.euroschool.lu/vacancies>) at the latest by **Wednesday August 18th, 2021** to the attention of

Mr Martin WEDEL

Director of the European School Luxembourg I

Indicating the reference **2021-08-PAS-EN-NUR-ASS** in the motivation letter.

- A letter of motivation, a detailed curriculum vitae (if possible in "Europass" format), a copy of the study diploma and an extract from the criminal record (bulletin 3 and 5 for Luxembourg or equivalent for other countries) dated less than 3 months, and, if applicable, a valid authorisation to work in the Grand Duchy of Luxembourg for non-EU nationals, must be attached to the application. **All documents must be uploaded in .pdf format!**
- Incomplete applications, sent by post, by e-mail or after the deadline will not be considered.
- No reply will be given to candidates before the end of the procedure.
- **Those interested in this position who do not have the required profile are kindly requested to refrain from applying.**
- Interviews are scheduled for the weeks of **August 23rd and 30th 2021.**

Due to possible maintenance works, the website of the school might not be available every day during the school holidays. If this is the case, please retry on a different day (respecting the deadline).

Detailed information about our school and the European Schools in general can be found on the website of the European School Luxembourg I www.euroschool.lu respectively on the website of the European Schools www.eursc.eu .

Please note that all personal data will be stored electronically, while respecting privacy laws. Candidates who object to this are kindly requested to inform us. You can consult our [Privacy Statement](#) online.

Requests for additional information will be handled on August 16th and 17th and have to be addressed to the following email address elise.meyniel@eursc.eu