



International School of Berne

The International School of Berne (ISBerne) has the following opening for the remainder of the 2020 school year:

After School Care Provider (part-time)

To run our After-School Care programme for students aged 3 to 11
15:00 to 18:00 Monday-Friday during school weeks.

Temporary contract from January 2020 to end of June 2020

ISBerne is a dynamic, friendly and thriving school located close to the Swiss Capital Berne. ISBerne aims for all students to be reflective and responsible life-long learners who are active global citizens. The school ethos is based on the attributes of the IB Learner Profile and advocates a constructivist approach to teaching and learning.

ISBerne is an authorized IB World school, offering the Primary Years Programme (PYP, ages 3-11), Middle Years Programme (MYP, ages 11-16) and Diploma Programme (DP, ages 16-18).

The International School of Berne was founded in October 1961. In April 2017, the school moved to a modern and spacious purpose-built campus which includes three brand new state-of-the-art science laboratories with a dedicated prep room, a big central library, subject dedicated classrooms and a large double gym.

ISBerne currently has an enrollment of 330 students representing around 50 nationalities, with over 60 dedicated faculty and administration staff.

Position

- To support the children and provide for their well-being in a safe and caring environment
- To ensure that children are given healthy snacks with a focus on hygiene
- To ensure that activities undertaken are delivered with due regard for the health and safety of the children and in accordance with good child care practice
- To take regular attendance to ensure all students are accounted for
- To make sure that children are collected safely by the responsible adult at the end of the session
- To keep parents informed of any issues that may arise in relation to their child's attendance
- To maintain open communication with parents
- To be aware of child protection issues and observe the school's procedures
- To liaise with the School Principal





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Qualifications and Qualities Required

- Experience in working with children
- Experience in an international environment, intercultural awareness and sensitivity
- Up-to-date First Aid skills (or willing to obtain)
- Ability to work independently
- Excellent interpersonal skills, people oriented, good team work spirit
- Effective planning and organizational skills
- Adaptability/Flexibility
- Fluency in English, knowledge of German a plus
- Swiss nationality or valid work permit

This position is open for men and women. Due to work permit limitations, preference will be given to candidates holding a Swiss work permit or having a Swiss/EU citizenship.

Application

Interested candidates who meet the above-mentioned requirements should apply to recruitment@isberne.ch.

Please submit the following:

- A letter of motivation
- Full CV with photo
- Copy of Passport & Swiss work permit or Swiss ID
- Contact details of two professional referees

Our school is committed to safeguarding and promoting the welfare of all students in our care and expects all applicants to share this commitment. We follow safe recruitment practices and appointments are subject to satisfactory references and criminal record/background checks.

