

Berlin International School (B.I.S.) was founded in 1998 as Berlin's first international school. As a state-recognised school, it offers internationally recognised educational programmes and qualifications in addition to the Berlin curriculum. Children aged 3 to 18, many from highly mobile families, attend the Dahlem campus for kindergarten, primary and secondary school, and local families also appreciate the benefits of this accredited IB World School.

The primary school follows the Primary Years Programme (PYP) of the IBO (International Baccalaureate Organisation). The holistic learning approach of the PYP helps children develop into independent, reflective, caring, risk-taking, competent, balanced, communicative, principled, curious and open-minded global citizens.

In the secondary school, students are prepared for German final examinations (BBR and MSA) as well as for international examinations (IGCSE). In Grade 11 and Grade 12 students follow the two-year International Baccalaureate Diploma Programme, which allows students to obtain an internationally and nationally recognised qualification.



The school community is made up of more than 70 nations, so English is considered the lingua franca on the Dahlem campus. The atmosphere is warm, cosmopolitan and familiar.

As of 1st January 2021, we are seeking a replacement for our Admissions Officer who will be retiring after more than 20 years of service.

The core tasks of the admissions office is to have someone who can:

- be the first point of contact for families who are interested in the school and would like to apply for a school place.
- answer families' individual questions and support them throughout the entire admissions process; from registration, first meeting, tour of the campus, to conducting entrance tests and finally concluding the contract.
- act as a link person to the school management, to the school and subject leaders as well as to the programme coordinators,
- understand the educational offers well enough to be able to make decisions regarding admissions and grade level assignments after mutual consultation.
- support the school board in the compilation of statistical surveys and, for example, compiles forecasts on the development of student numbers.
- present themselves competently at meetings and events and cooperate with embassies and other, especially internationally relevant, institutions.

You have professional experience, are adept at dealing with people in a friendly and courteous manner, are organised, flexible and have good IT skills?

You are fluent in written and spoken German and English at a near-native level and have a tolerant, respectful attitude towards people from different cultures?

You are assertive, work independently, are at the same time a team player who can keep a cool head in hectic situations?

Then we look forward to receiving your application documents!

Please send your cover letter, CV/photo and last two references to Ms Wittmann at bewerbung@private-kant-schulen.de by 13.12.2021.