



**Vacancy notice for the post of an administrative assistant  
for the extracurricular activities service of the Parents' Association (APEEE),  
Brussels III — Ixelles  
Full time (37h30/week)**

The Parents' Association of the European School of Brussels III is looking for an Administrative Assistant to work in French and in English for its Extracurricular Activities Office from 1 November 2025.

The person will work under the instructions of the staff in charge of the sector (the Extracurricular Activities Manager and the APEEE Director ) and in close collaboration with the members of the Management Board in charge of extracurricular activities.

The Association's Extracurricular Activities Office is located at the European School of Brussels III (Ixelles).

### **Function**

The applicant would be required to assist the Extracurricular Activities Manager in managing extracurricular activities from an administrative and logistics points of view, including:

- communication with parents and users via all appropriate means (by e-mail, telephone and/or other electronic means including the APEEE website, SMS, interactive platforms, etc)
- managing pupils' enrolments and maintaining the relevant database
- managing information on instructors and activities content
- recruitment, training and supervision of extracurricular activities instructors as well as ALE staff ensuring surveillance tasks and providing feedback
- ensuring day-to-day management of the extracurricular activities service (absences of instructors, replacements, ad hoc contracts, availability of classrooms and sports facilities, etc)
- carrying out regular visits to monitor extracurricular activities
- managing pupils presence lists, absences and parents' punctual change requests
- performing other administrative and financial tasks including validation of timesheets for employees and invoices from self-employed instructors, calculation of salaries, and preparation of payment requests to be submitted to the financial assistant for payment
- follow up complaints in line with the APEEE's general policy

The Assistant might be required, where necessary, to back-up other APEEE staff members during their absence in the execution of their tasks.

## **Profile**

- A qualification (following at least 3 years of post-secondary studies) or administrative experience of at least five years
- Very good knowledge of English and French, both in spoken and written. Knowledge of another EU language would be an asset
- Working knowledge of IT tools (Word, Excel, Outlook, PowerPoint, Access, databases etc.)
- Experience working with children, with a service-oriented approach towards pupils and parents
- Conscientious worker
- Sense of organisation and rigour
- Ability to work in a team and to integrate in an international/multi-cultural work environment
- At ease in personal contacts with pupils and their parents alike with a service-oriented approach
- Patient and flexible
- Resilient, able to adapt to stressful or urgent situations
- Dynamic and motivated
- Discreet and committed

## **Conditions**

### **We offer:**

- A renewable 6-month fixed-term contract, with the possibility of extension for an indefinite period
- A varied and dynamic job in an international and positive environment
- Comprehensive Benefits Package (DKV hospital insurance, Retirement savings plan, éco-chèques, free parking)
- Competitive vacation package
- The salary will be related to the experience and profile of the candidate selected.

**Deadline for applications:** 30 September 2025

**Indicative start date:** 1 November 2025

**Applications to be sent to:** [diperri.ornella@apeeeixelles.be](mailto:diperri.ornella@apeeeixelles.be)