

Sports & ECA Assistant

The position is based at the International School of Paris in the 16th arrondissement of Paris.

The contract will be permanent, part-time (50%) starting August 12, 2024.

It is essential for all applicants to have a nationality of one of the European Union countries or valid French working papers.

Interested candidates should send a resume/CV and a letter of application outlining suitability and fit for the position, along with details of three professional referees including email addresses, to jobs@isparis.net June 30, 2024. Please note that a minimum of one reference from your current or most recent employer is a mandatory requirement.

Selected candidates will be invited to an interview and undergo pre-recruitment procedures. In accordance with our Child Protection Policy, they will also be asked to provide official criminal background checks from all countries in which they have lived in for the last 10 years.

Please note that ISP reserves the right to close any vacancy earlier than the application deadline, should an appointment be made before the closing date

Sports & ECA Assistant

The Sports & Extended Curricular Activities (ECA) Assistant works across all areas of the sports and ECA program, providing support to the Sports & ECA Director in the execution of a variety of tasks. The key responsibilities listed below provide a framework of the types of tasks that would be required.

Reports to: Sports & ECA Director

Key responsibilities: all responsibilities are designed to assist and collaborate with Sports & ECA Director:

- Collecting required documentation and background checks for external providers prior to their commencing at ISP
- Providing the above documents to HR and updating the single central register
- Ensuring all external ECA staff have badges/sign in at reception upon arrival
- Organising cover/coordinating replacements for when ECA staff are absent
- Updating sports and ECA offering on online platforms prior to registration periods
- Liaising with ISP finance department regarding payments received for ISP activities
- Liaising with external partners regarding payments received for their activities
- Recording payments
- Collating monthly internal staff ECA salaries
- Sending invitations and following up on student availability for sports fixtures
- Liaising with bus companies
- Support the organisation of international tournaments

- Support the organisation of tournament hosting commitments
- Distribution of team playing uniforms
- Ordering and managing equipment for sports teams
- Assistance to parents, students and staff with regards to the sports and ECA program
- Other functions as directed by the Sports and ECA Director

The Successful candidate will:

- Hold a high school diploma or equivalent.
- Ideally have substantial and proven Sports background: capable of leading practical activities and training sessions of a variety of sports
- Have excellent Customer Service Skills, with the ability to use discretion, patience, tact and respect for confidentiality.
- A good level of computer and internet skills.
- Familiarity with Google environment.
- Have excellent organisational skills and ability to prioritise workload.
- Have good interpersonal and communication skills both in French and in English: in person, telephone and written.