



# UNITED HERZLIA SCHOOLS

## בתיה"ס המאוחדים הרצליה

Herzlia Highlands Primary School

### **SECRETARY**

Full-time permanent post  
June 2019 or sooner

United Herzlia Schools is an independent Jewish day school. Our Primary schools are schools of choice as they are child and family-centred. Our aim is to develop each child in a warm and nurturing environment, to ensure confident and capable learners.

Applicants should:

- have good computer skills (Word, Excel, website administration). Knowledge of CEMIS and EdAdmin would be advantageous
- be proficient in MailChimp
- enjoy working with children
- have excellent people skills
- demonstrate good judgment
- be highly organised and able to multi-task
- be able to manage a diary

The ideal applicant will have knowledge of first aid and be familiar with Herzlia's ethos and values.

Working hours: 07h30 – 16h00; School holidays (with the exception of a few days when you may be required by the Principal to work); Jewish holidays.

If you wish to apply, please email your CV to [application@herzlia.com](mailto:application@herzlia.com)

**Closing date: 21 May 2019**

*Please note: the submission of a CV will not automatically result in an interview. United Herzlia Schools reserves the right not to appoint anyone to this position. Herzlia is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo screening appropriate to the post, including checks with past employers.*