



School Secretary (Full-time permanent contract)

Oak House School has a school population of 1100+ students. We are looking for a highly organized, proactive, and customer-oriented individual to join our team as **School Secretary**. The successful candidate will play a key role in ensuring the smooth administrative operation of the school, providing support across departments, and maintaining efficient communication with staff, families, and external partners.

Qualifications:

- Desirable Degree in Translation and Interpretation

Requirements:

- Excellent command of English and Spanish (spoken and written).
- Catalan is an advantage.
- Strong organizational and multitasking skills, with the ability to prioritize and work independently.
- A proactive, dynamic, and reliable team player with a positive and professional attitude.
- Previous experience in an office, especially a school setting, is often preferred.

Main Responsibilities:

- Provide a warm and professional reception to visitors, handle telephone inquiries, and respond to emails.
- Professionally translate documents (English ↔ Spanish; Catalan is an asset).
- Manage centralized purchasing processes and maintain strong relationships with suppliers.
- Organize and coordinate school excursions with external providers.
- Supervise and coordinate maintenance operations within the school. Take part in the health and safety committee.
- Collaborate closely with various school departments to provide administrative and operational support as needed.

Attitudes and Attributes:

- Flexible and adaptable
- Hardworking and willing to do extra where required
- Strongly team-motivated
- Willing to differentiate effectively
- Committed to open dialogue with colleagues, pupils and parents
- Able to adjust to life in Spain

We Offer:

- A friendly, international, and collaborative working environment.
- The opportunity to be part of a high-quality educational project.
- A stable contract and competitive salary according to experience.
- Lunches provided free of charge.
- Start date, February 2026.

Other relevant information:

Oak House School is committed to the safeguarding and wellbeing of the students in our care and equal opportunities. All candidates and colleagues must share this commitment and will be subject to our safer recruitment, safeguarding and equal opportunities policies.

- Applicants must supply a copy of penalty certificates of all the countries that they live and work the last 10 years.
- and provide the names of at least 2 referees to cover the last 5 years employment at least.
- If you are interested, send your CV at: www.tes.com

More information about our school www.oakhouseschool.com