



British School of Brussels (I) – Ext Relations Admin

Organisational Profile

The British School of Brussels (BSB) www.britishschool.be was founded in 1969 and occupies a beautiful site of 10 hectares. It is surrounded by the woodlands and lakes of the Royal Museum of Central Africa in Tervuren, some twenty-five minutes by car from central Brussels, with easy access by public transport. BSB is a highly successful school where the individual development of each child is combined with the highest academic standards. We have over 1200 students aged 3 to 18 years of age and, in addition, also run a Kindercrib (nursery/crèche) for children from 6 months to 3 years. We follow the structure of the English curriculum, but add an international dimension that reflects our student population. For Post 16 students, we are unique in Belgium in offering both the English A Levels alongside the International Baccalaureate Diploma. Just under half of our families come from a non UK background. We are an international school with over 70 nationalities represented in the school's population.

Internship Profile

The intern will be working for the External Relations Manager in the following activities:

- ensuring that any information held about BSB on 'other' sites (in particular school directories and listings) is accurate and up-to-date
- researching, optimizing and documenting BSB's visibility online (ie links from other sites to BSB's website)
- investigating/researching where links to the School could/should be placed
- update the existing media database/archiving system of photographs, films etc
- support the archiving of BSB collateral
- assist in the content management of our websites, including the editing and/or writing of news and events items, proofreading content and manipulating images. All content is created/uploaded using a content management system (CMS). Training will be provided.
- preparation of internal School flyers, programmes and posters
- provide general support to the External Relations Manager ie assistance with media plan

Intern Profile

The successful candidate should meet the following requirements:

- excellent written and spoken English is essential
- good research and communication skills, excellent proofreading skills
- experience and interest in alumni/website work is desirable
- an ability to organise, prioritise and manage several concurrent tasks ,high degree of attention to details and deadlines
- excellent computer skills (Office applications) and knowledge of Macromedia Fireworks or Adobe Photoshop is an advantage
- team Player