



# British School of Brussels (II) – Community Officer

## Organisational Profile

The British School of Brussels (BSB) [www.britishschool.be](http://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 Community Officer in the following activities:

- research, document and make comparisons of the services, charges and fees of similar community sports and social facilities within the Brussels vicinity
- research and document summer courses and adult education programs within the Brussels vicinity
- provide general support to the Community Office

## Intern Profile

The successful candidate should meet the following requirements:

- as English is the working language at BSB, excellent written and spoken English is essential (English mother tongue or equivalent)
- good research, communication and organizational skills
- excellent computer skills (Office applications)
- the community Office is a vibrant busy working environment, so the ability to multitask is an advantage
- team Player