

British School of Brussels

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 Administrator in the following activities:

- researching, optimising and documenting BSB's visibility online (ie links from other sites to BSB's website)
 - ensuring that any information held about BSB on 'other' sites is accurate and up to date
 - investigating/researching where links to the School could/should be placed
- assist with the content management of our websites (core and alumni), including the editing and/or writing of news and events items, proofreading content, and creating student work pages. All content is created/uploaded using a Content Management System (training will be provided)
- the intern may also be asked to provide general support to the ER Department

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 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 but training is possible
- ✓ team Player