



Selection process number: 059-BC-07-26

Position number: 2286-DE-046-F

School Secretary

Are you passionate about supporting education and making a meaningful impact in an international school community? As our School Secretary, you'll play a key role in day-to-day school operations. We're looking for someone who is not only organised and efficient, but also enthusiastic about being part of a close-knit educational community.

Under the guidance of the Principal of the Canadian Section at SHAPE International School, you will be the welcoming face and administrative backbone of our vibrant and inclusive learning environment. This role is essential to ensuring the smooth operation of our school office and providing vital support to the Principal, staff, students, and families.

What will you be doing?

- Serving as the first point of contact for students, staff, parents, and visitors—offering a warm welcome and helpful guidance.
- Managing communications with professionalism, empathy and a high level of customer service, including phone calls, emails, letters, and in-person inquiries.
- Maintaining accurate student records and assisting with attendance tracking and reporting.
- Providing administrative support to staff for scheduling, documentation, data entry, and other operational needs.
- Coordinating school events, meetings, and communications, ensuring everything runs smoothly and efficiently.
- Overseeing office supplies and equipment are in stock and in a good working order.
- Arranging temporary staff when needed, ensuring continuity and coverage across the school.

What qualities do you offer?

- Exceptional interpersonal skills, with a natural ability to communicate with warmth, discretion, and professionalism in both French & English.
- A collaborative and reliable team player who is ready to support colleagues and contribute to a positive team culture.
- An ability to work effectively and efficiently without the need for constant supervision.
- A growth mindset, eager to learn new tools, stay current with educational trends, and adapt to changing needs.
- A friendly, approachable attitude, and a genuine love for working with children, families, and educators

Branch/Unit	SHAPE International School
Location	Casteau, Belgium
Internal Job Title	Common Services Clerk
External Job Title	School Secretary
Deadline to register on RCPO Inventory	5th October 2026 @ 23:59h CET (Berlin time)
Work week hours	37.5 (full-time) This position is intended to be staffed on a full-time basis. However, part-time employment may be considered for the successful candidate, subject to operational requirements and management approval.
Classification	LE-A1
Starting Salary (step 1, gross)	€4008.08 EUR per month Full salary details, including all incremental steps, is available on request.
Positions to be filled	1 A candidate pool of partially or fully qualified candidates may be created following the interviews. Underfills may be considered if no qualified candidates are found.

Essential Qualifications*

Essential Education (*must be clearly evidenced on your CV and/or letter):

- Completion of secondary education or an equivalent relevant experience. An equivalent relevant experience is defined as a minimum of two years of experience working in an office environment.

Essential Language (*must be clearly evidenced on your CV and/or letter):

- Fluent English AND French are both essential.

Essential Experience (*must be clearly evidenced on your CV and/or letter):

- Experience providing administrative support services in an office environment
- Experience working with Microsoft Office application such as Outlook, Word, Excel, Powerpoint and/or SharePoint Online or equivalent office applications. Equivalent office applications are defined as Google: Sheets, Slides and Docs OR Apple: Numbers, Keynote and Pages.

Essential Skills & Abilities (to be assessed at a later date via written assessment & pre-recorded video interview):

- Client service orientation
- Teamwork
- Discretion
- Reliability

- Interpersonal Skills
- Ability to work independently
- Ability to communicate effectively orally
- Ability to communicate effectively in writing

Asset Qualifications

Desirable, but not essential. Could be applied / assessed at a later date (may be needed for the job)

Asset Experience

- Experience providing client service
- Experience in financial administration
- Experience working in a school environment
- Experience in providing budget support services
- Experience using an electronic records management system (e.g. SharePoint)
- Experience in schedule management

Conditions of Employment

- Reliability status
- Vulnerable Sector Check

Operational & Organisational Requirements

- Willingness and ability to provide coverage/support for other team members as necessary
- Willingness and ability to receive phone calls and/or messages at home for scheduling purposes
- Willingness and ability to complete mandatory education/training relevant to the position, and maintain the relevant certification throughout the duration of employment (e.g. First Aid and CPR)
- For operational or unforeseen business reasons, employees must be willing and able to work from home, if requested to do so by their supervisor.
- Annual leave can only be taken during periods of school closure (e.g. school holidays)

Additional Information

- This position is open to Adult Dependents (LEE) who are registered on the RCPO Inventory and who meet all the NATO SOFA requirements to be eligible for employment as part of the Canadian 'civilian component'. This position is not accepting applications from Local Nationals.
- This position requires presence at the workplace and is only open to Adult Dependents who are living a commutable distance from the work location (e.g. Casteau, Mons, Brussels area).
- Your application must include a valid email address, and you must ensure that this address is functional and monitored at all times and accepts messages from unknown users (some email systems block these types of email). It is the candidates' responsibility to inform us of a change of contact information during this selection process. Failure to respond in a prescribed timeframe may result in elimination from this process.
- You may be assessed using one or more of the following tools: written assessments, interviews (pre-recorded video, Microsoft Teams or in-person), reference checking, and other assessment tools.

- Your overall conduct and communications, including email correspondence and telephone calls, throughout the entire process may be used in the assessment of qualifications.
- Achieving the pass mark on any of the assessments used does not mean you will move forward in the selection process. Management may decide to use a score that is higher than the pass mark on any of the evaluations used throughout the selection process.
- Appointments are based on merit, which is achieved when the person appointed meets the essential qualifications for the work to be performed, and consideration has been given to:
 - a) Any additional or desirable qualifications that are an asset to perform the work or for the organization, currently or in the future;
 - b) Any current or future operational requirements; and/or
 - c) Any current or future organisational needs.
- Costs associated with assessment, obtaining documentation to achieve reliability status or relocation will not be paid for or reimbursed by the employer (i.e. travel or any other associated costs/fees)
- Lateral transfers are possible within the organization, and these individuals will be given preference in the staffing process.
- Only applications submitted in English or French will be considered.

WHO IS INTERESTED?

You are kindly asked to ensure that you are fully registered on the RCPO Inventory (talent pool) BEFORE the deadline date of 5th October 2026 @ 23:59h. If you do not have an active RCPO Inventory registration, you can complete it here: [RCPO Inventory](#)

After this deadline date, our team will review all fully completed RCPO Inventory (talent pool) registrations. Candidates who meet the following criteria will be invited to apply for the position:

1. Essential Education as per the Statement of Merit Criteria
2. Essential Language as per the Statement of Merit Criteria
3. Essential Experience as per the Statement of Merit Criteria
4. Located a commutable distance from the workplace

If you have any questions, please contact: CFSUERCPO-StaffingServices@forces.gc.ca before the deadline date.