



HOCHALPINES INSTITUT FTAN

SWISS INTERNATIONAL SCHOOL AND SPORTS ACADEMY

230 YEARS OF HISTORY, A CLEAR VISION FOR THE FUTURE

Nestled in the heart of the Swiss Alps, Hochalpinen Institut Ftan (HIF) is more than a school – it's an experience. Students at HIF are empowered to forge their own future, with a choice of educational programmes: the Swiss Matura or International Diploma Programme and our elite Sports Academy.

Welcoming students from Years 8–13 (ages 12–18), our global co-educational community thrives on multilingualism, leadership, and global networking, preparing students to confidently navigate an interconnected world. Wellbeing is woven into every aspect of the curriculum at HIF, from the pristine alpine environment to a dedicated curriculum that nurtures resilience and encourages balance.

Through hands-on exploration, adventure-driven learning and a deep respect for nature, HIF shapes independent, forward-thinking global citizens, ready to thrive.

We are a growing school, and this is an exciting opportunity for a candidate who will inspire, set the highest of standards and build systems to ensure that we set the scene for future excellence in all that we do.



Join our team as an experienced and committed

Senior Administration Officer and PA to Head of Campus/Director

- Responsible to: DBA/Head of Campus
- Responsible for: School Administrators & Receptionist

The Senior Administration Officer will lead and develop the whole administration team, which provides administrative support for the senior leaders and school staff and to support the Senior Leadership Team, Director of Business Administration and HR Manager with administrative Tasks (60%).

The PA to the Director is responsible for acting as the first line of the contact for the Director, his diary management, the maintenance of the relevant administrative systems, and for general secretarial **duties (40%)**.

HIF is deeply committed to the professional growth of its staff, offering robust learning opportunities and clear prospects for career advancement.

Hochalpinen Institut Ftan is committed to safeguarding and promoting the welfare of all the students in our care and expects all applicants to share this commitment. We follow safe recruitment practices that are aligned with the recommendations of the International Task Force on Child Protection. We hold ourselves to a high standard of effective recruiting practices with specific attention to child protection.

Third-Country Nationals' Applications (non-EU/ EFTA):

Please be aware that work permits for third-country nationals (e.g. from the UK) involve a longer process and stricter regulations than for EU/EFTA citizens. While we welcome all applications, preference will be given to candidates who already hold a Swiss residence permit or an EU/EFTA passport.

How to Apply

To apply, please submit the following:

- A **full CV** including your employment history for the past 10 years.
- A **letter of application** (maximum 2 pages) outlining your motivation for applying, your relevant experience, and how you believe you can contribute to our admissions work and school community.
- **Contact details for three professional referees**, including your current employer.

Send your application documents to jobs@hif.ch, addressed to the **Head of Campus**.

We encourage early applications, as we may **appoint before the deadline**. Initial interviews will be held online.

Please note: All appointments are subject to rigorous child protection screening, including reference checks with previous employers and clearance from the **Disclosure and Barring Service (DBS)** or an equivalent authority.

Application Deadline: Friday, 26 September 2025



Job Description:

Location	Hochalpinen Institut Ftan, Switzerland
Position	Senior Administration Officer and PA to Head of Campus/Director
Reporting to	Head of Campus
Date reviewed	01/08/2027
Responsibilities	<p>All staff are subject to the conditions of employment set out in their Contract. This details the professional duties required of staff, together with benefits provided by the school.</p> <p>This job description refers to the primary duties and responsibilities of the post. It does not list in detail all the tasks required to carry out these duties and responsibilities.</p> <p>Administration</p> <ul style="list-style-type: none"> • Warmly welcome visitors, pupils, and parents in line with the school's ethos, while following safeguarding and safety procedures. • Process DBS, vetting and verification checks as directed. • Respond to and manage incoming school communications (post, emails, general phone calls), ensuring they are distributed appropriately. • Provide effective and timely administration support ensuring deadlines are met and the efficient running of the academy is maintained. • Support the safe receipt and handling of cash and supporting documentation. • Effectively support the operation of school's digital applications including iSAMS. • Responsible for the administration of pupil data, admissions, sending pupil Data when necessary. • Assist with the completion of all statutory and non-statutory returns in accordance with strict deadlines. • Liaise with parents and distribute correspondence to parents. • Support teachers in the planning, administration and recording of school trips and events. • Arrange and record supply cover as needed. • Ensure there are supplies of photocopier and office consumables. • Utilise experience to help solve problems that arise and alert the necessary school personnel and / or contact outside providers/contractors as directed. • Adhere to all health and safety, safeguarding procedures and policies. • Contribute to reviews of administrative systems and procedures.



- Organisation of the General Assembly.
- Operate the school's switchboard and manage phone inquiries.
- Support the planning and delivery of key school events (e.g. graduation ceremonies, parents' days, concerts), occasionally during evenings and weekends.
- Provide translation support across various contexts/areas.
- Responsible for the HIF annual calendar.

Personal Assistance

- Welcome Principal's visitors and signing them in.
- Foster positive and professional relationships between the Director, staff, parents and pupils.
- Act as the first point of contact for the Director, handling calls and correspondence with discretion and ensuring all queries are directed appropriately.
- Maintain a structured, accurate and efficient electronic and paper filing system to support both general administration and the Director's office.
- Provide / arrange refreshments for the Director and visitors.
- Serve as the confidential and personal executive assistant to the Director and on occasions, the wider Senior Leadership Team.
- Organise and prioritise work efficiently to ensure smooth running of the office on a day-to-day basis, including identifying opportunities to improve administrative procedures and take initiative to suggest ways of working more efficiently.
- Provide a high-level secretarial service which will include organising meetings, minute-taking and producing complex documentation in a timely manner and drafting correspondence
- Make appointments for prospective parents to see the Director, liaising with the Head of Admissions, Marketing & Communications.
- Work with the HR Department on the necessary pre-employment checks when new staff are being appointed.
- Coordinate meeting logistics for the Director and leadership team, including agenda preparation, distribution of materials, accurate minute-taking, and tracking of follow-up actions.
- Assist with the setup and organisation of Director's Briefings, Parents' Evenings, Open Days, including facilities booking, registration and front of house.
- Show absolute confidentiality and discretion at all times.

Clerk to the Board

- Arrange Board meetings.
- Circulate agendas, board papers and other correspondence in good time.



- Assist with the preparation, drafting and production of documentation for Governors and Board papers, working closely with the relevant Board Members as required.

Profile – Skills & Qualifications

- Administrative skills within an educational background.
- Flexibility, tact, diplomacy, patience and friendliness.
- Well organised, ability to coordinate multiple tasks at the same time.
- Demonstrate the highest level of ethics and ability to maintain confidentiality at all times with all situations and documentation.
- Ability to remain calm and professional under pressure.
- Good team worker with a proven ability to manage own time effectively.
- Previous work in schools (desirable).
- Excellent IT skills including working knowledge of word processing, spreadsheet and presentation software packages, preferably Microsoft Word, Excel, PowerPoint, Teams, Forms
- Ability to use email/website for communication.
- Experience of drafting documentation for the approval of others.
- Excellent oral and written communication skills in both German and English, with the ability to adapt tone and style appropriately for different audiences. Stylistic confidence in written communication is essential. Knowledge of Romansh is an advantage.
- Ability to build collaborative working relationships with peers and colleagues.
- Proven ability to apply tact and diplomacy and good interpersonal skills, dealing with people at all levels.
- Proven ability to work to competing deadlines, prioritise appropriately and maintain a positive working attitude.
- Flexible, positive and creative approach to work and meticulous attention to detail.

