

**Join Our ELA Basel Family – Shape the Future with Us!
Inspire. Educate. Empower.**

Imagine entering a place where laughter, curiosity and learning are lived anew every day.

The mission of ELA Basel - the Swiss British School is to empower all children to embrace learning in a nurturing, family environment.

Offering the traditions and values of a British education, our community promotes respect for self and others, developing in children all the skills they need to thrive and succeed in a diverse and interconnected world.

Would you like to become part of our family? Full-time or part-time? We are looking for motivated reinforcement for our team from 1 August 2026:

Head of Programmes

Job start: 1 August 2026

Location: Basel-Stadt

Contract level: 80-100%

Contract term: Permanent

What are your responsibilities?

- Planning, scheduling and reviewing all enrichment and after-school programmes
- Ensuring that after-school programmes are varied and meet the strategic goals and mission of ELA Basel
- Collaborating with the school management team to align processes for student registration and billing, and working with external providers and supply staff
- Planning, scheduling and reviewing all vacation programmes
- Leading or coordinating at least seven of the ten vacation programme weeks each academic year
- Collaborating with the phase leaders to ensure appropriate off-site trips are planned throughout the year to local sites of interest
- Supporting less experienced staff to plan after-school activities, vacation programmes and off-site trips
- Preparing the annual budget for the after-school programme, vacation programme and off-site trips
- Managing the ongoing budget for the after-school programme, vacation programme and off-site trips
- Coordinating with Marketing to provide content for weekly bulletins, monthly newsletters and social media

Ideally, you should have the following:

- The ability to work in a team and enjoy a multicultural environment.
- Time management skills to prioritise tasks and meet deadlines.
- be reliable, trustworthy and punctual.
- Be friendly and approachable with both children and adults. The successful candidate will need to undergo background checks for working with young people.
- The ability to work independently to complete tasks.
- A solution-oriented approach, with the ability to identify, prioritise and resolve problems.
- Competence with Google Workspace and comfort in an IT environment.
- Work permit for Switzerland
- Initiative, creativity and flexibility

What can you expect from us?

- An experienced, friendly and well-coordinated team
- A central location in Basel
- Five weeks' holiday
- Opportunities for further training
- Regular internal training and further education
- Linguistic diversity and intercultural exchange
- Supplementary daily sickness benefit and accident insurance
- Internal and team events
- Fringe benefits

What do we offer?

Respect and appreciation are important to us. We see ourselves as a family, and every new team member becomes part of our ELA Basel family. We want to grow and continuously improve our quality. That is why we promote further education and training and offer apprenticeships. We rely on long-term employment to ensure a strong and stable team.

Are you ready to shape the future of children together with us? Then we look forward to receiving your application!

Please send the following documents to jobs@ela-basel.ch:

- A completed [application form](#) (CVs can only be submitted together with a completed application form)
- PDF copies of relevant qualifications and certificates
- PDF copy of passport or ID and your work permit for Switzerland

Interviews take place online or directly with us in Basel.

You can find more information about ELA Basel on our website: www.ela-basel.ch

Please note ELA Basel is committed to safeguarding and promoting the welfare of children and expect all staff to share in this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure Barring Service or local country equivalent checks.