



ERASMUS Placement Offer Form

EMPLOYER INFORMATION	
Name of Organization	Embassy of Greece
Address	1A Holland Park
Postal Code	W1A 3TP
City	London
Country	U.K.
Telephone	00442072215977
Fax	00442072434212
PIC NUMBER	
e-mail	education@greekembassy.org.uk
Website	hellenic-education.org.uk
Number of Employees	2
Year of Foundation	
Contact Person	Haris Brouskelis
Department/Function	Education Office
Direct Telephone Number	00442072210093
Direct Mobile	

Direct e-mail address	education@greekembassy.org.uk
Short Description of the Company (Please attach profile of your company, max 1 page)	The Education Office at the Greek Embassy in London is a department of the Ministry of Education in Greece. It coordinates, administrates and supervises Greek Language Education in the following countries: Great Britain, Ireland, Sweden, Denmark, Norway, Finland, Lithuania, Estonia, Latvia. The Education Office promotes the teaching of the Greek language and Greek culture to citizens of the Greek diaspora in North Europe. It organises in-service education and training courses for the teachers who teach in the morning and afternoon Greek schools, which are maintained by the Greek state. The Education Office organizes and coordinates each year, the examination for the Certificate of Attainment in Greek in the following countries: Great Britain, Sweden, Denmark and Lithuania. The examinations take place in cooperation with The Centre for the Greek Language, which was established in 1994 in Thessaloniki, Greece, as a non-profit organization supervised by the Greek Ministry of Education.
Other	

PLACEMENT INFORMATION	
Number of positions offered for student placement	2
In the Department/Function (where the position is offered)	Education Office
Description of activities the student will be involved in	coordinating schools daily, Administrative work-HR related, filing, telephone enquiries, writing official documents
Duration	3 months
Working Hours/Weekly Hours	09:00-17:00/40
City	London
Help with finding Accommodation	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Financial Contribution	<input type="checkbox"/> Yes € <input checked="" type="checkbox"/> No
Other	
REQUIREMENTS	
Study Field	<i>(Please choose a field/s from Table A: pages 3, 4, 5 & 6 of this form)</i>
Oral and Written Language Skills	x Greek (level: C2)

	<input checked="" type="checkbox"/> English (level: C1-C2) <input type="checkbox"/> French (level:) <input type="checkbox"/> German (level:) <input type="checkbox"/> Other (level:)
Computer Skills	Yes, Microsoft Office
Drivers license	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other	

Place __ London _____ Date ____ 17 February 2017 _____

Signature __ Haris Brouskelis _____

Table A - Fields of Education & Training

X	Description
	General Programmes
	Basic/broad, general programmes
	Basic/broad, general programmes
	Literacy and numeracy
	Literacy and numeracy
	Personal skills
	Personal skills
X	Education
X	Teacher training and education science
X	Teacher training and education science (broad programmes)
X	Teaching and training
X	Education science
X	Training for pre-school teachers
X	Training for teachers at basic levels
X	Training for teachers with subject specialisation
X	Training for teachers of vocational subjects
X	Teacher training and education science (others)
	Humanities and Arts
	Arts
	Arts (broad programmes)
	Fine arts
	Music and performing arts
	Audio-visual techniques and media production
	Design
	Craft skills
	Arts (others)

	Humanities
	Humanities (broad programmes)
	Religion
X	Foreign languages
X	Mother tongue
	History and archaeology
	Philosophy and ethics
	Humanities (others)
	Social sciences, Business and Law
	Social and behavioural science
	Social and behavioural science (broad programmes)
	Psychology
	Sociology and cultural studies
	Political science and civics
	Economics
	Social and behavioural science (others)
	Journalism and information
	Journalism and reporting
	Library, information, archive
	Journalism and information (others)
	Business and administration
	Business and administration (broad programmes)
	Wholesale and retail sales
	Marketing and advertising
	Finance, banking, insurance
	Accounting and taxation
X	Management and administration
X	Secretarial and office work
	Working life
X	Business and administration (others)
	Law
	Law
	Science, Mathematics and Computing
	Life science
	Biology and biochemistry
	Environmental science
	Life science (others)
	Physical science
	Physical science (broad programmes)
	Physics
	Chemistry
	Earth science
	Physical science (others)
	Mathematics and statistics
	Mathematics
	Statistics
	Mathematics (others)
	Computing
	Computer science
	Computer use
	Computing (others)

	Engineering, Manufacturing and Construction
	Engineering and engineering trades
	Engineering and engineering trades (broad programmes)
	Mechanics and metal work
	Electricity and energy
	Electronics and automation
	Chemical and process
	Motor vehicles, ships and aircraft
	Engineering and engineering trades (others)
	Manufacturing and processing
	Manufacturing and processing (broad programmes)
	Food processing
	Textiles, clothes, footwear, leather
	Materials (wood, paper, plastic, glass)
	Mining and extraction
	Manufacturing and processing (other)
	Architecture and building
	Architecture and town planning
	Building and civil engineering
	Architecture and building (others)
	Agriculture and Veterinary
	Agriculture, forestry and fishery
	Agriculture, forestry and fishery (broad programmes)
	Crop and livestock production
	Horticulture
	Forestry
	Fisheries
	Agriculture, forestry and fishery (others)
	Veterinary
	Veterinary
	Health and Welfare
	Health
	Health (broad programmes)
	Medicine
	Nursing and caring
	Dental studies
	Medical diagnostic and treatment technology
	Therapy and rehabilitation
	Pharmacy
	Health (others)
	Social services
	Child care and youth services
	Social work and counselling
	Social services (others)
	Services
	Personal services
	Personal services (broad programmes)
	Hotel, restaurant and catering
	Travel, tourism and leisure
	Sports

	Domestic services
	Hair and beauty services
	Personal services (others)
	Transport services
	Transport services
	Environmental protection
	Environmental protection (broad programmes)
	Environmental protection technology
	Natural environments and wildlife
	Community sanitation services
	Environmental protection (others)
	Security services
	Security services (broad programmes)
	Protection of persons and property
	Occupational health and safety
	Military and defence
	Security services (others)
	Other (please list)
X	Human Resources