

Concierge - 1 FTE

Start date 1 August 2025 – 31 July 2026 Temporary Contract, Sick replacement

ISAlmere is a warm and welcoming community brought together by a single purpose: to inspire our students with a passion for lifelong learning, to equip them with the tools to achieve excellence for themselves and the global community they live in.

What we need in a concierge:

As our concierge you are a friendly point of contact for our school. You take care of the functional usage of our building and maintain our building and surrounding grounds. Most importantly, you are warm, kind and clear and care for our students (ages 4-18). You help with supervision of students in and around our building. You are able to intervene when necessary.

You take care of the functional usage of our building, oversee and guide visitors, have a clear overview of our building and our students when they are in communal areas. The reception area is supported by you when needed, including telephone assistance. You are also able to support when there are school events, sometimes in the evenings.

You have technical knowledge and expertise and an eye for facility supervision. You are able to indicate technical malfunctions and some of these you are able to solve yourself. You support with small maintenance and some general cleaning.

You are able to carry out supportive tasks such as copy work, maintenance of coffee machines, overseeing that all sanitary facilities are stocked and accessible, managing the staff kitchen areas including the dishwashers and refrigerators. You, simply, understand that these supportive tasks are often the ones that help out our school the most.

Our new colleague will work closely with a fellow concierge where strong collaboration will be expected.

Competencies and profile:

- Strong social and pedagogical skills to build a good relationship with our students, parents and colleagues.
- First aid/BHV training, familiarity with 'bedrijfshulpverlening' or prepared to become a first responder/ 'bedrijfshulpverlener'
- Technical knowledge of buildings, equipment, and installations
- Proactive stance of maintenance and needed cleaning
- Understanding of what is needed during times that students use communal areas
- Understanding of school operations
- Knowledge of Microsoft Office 365
- Dutch and English speaking

Remuneration:

The package will be commensurate with the responsibilities of the position and will include the following elements:

- Salary depending on previous experience and qualifications (based on the Dutch CAO VO (Collective Labour Agreement Secondary Education, maximum scale 4)
- ABP Retirement/Pension scheme
- School closure holidays in alignment with primary and secondary scheduling

How to Apply:

Email **ASAP** with your full CV and motivation letter to m.koolen@isalmere.nl, addressed to Riëtte Pienaar. All emails will be answered, only short listed will be invited for an interview.