

## **Receptionist 0.4 FTE (Mondays and Wednesdays)**

### **Start date 1 December 2025 – Temporary Contract with view on Permanent**

ISA 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 are we looking for?**

Someone who will be in reception two days a week and carry out related tasks.

#### **What do you do as a receptionist?**

As Receptionist will be responsible for answering the phone and emails, receive visitors and answer questions the students may have.

You may also be required to do some administrative tasks

#### **Competencies and profile:**

- Be able to communicate effectively with all members of the school community.
- Participate fully as team member in subject group and whole school.
- Promote a culture in school leading to welfare of society at large and dedicated world citizens.

#### **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)).
- ABP Retirement/Pension scheme.
- School closure Holidays.

#### **How to Apply:**

Email **as soon as possible** your full CV and motivation letter to [m.koolen@isalmere.nl](mailto:m.koolen@isalmere.nl), addresses to Riëtte Pienaar.

All emails will be answered, only short listed will be invited for an interview.