



## **Support staff team member – work time factor 50% - to start in October 2019**

The International School Utrecht is looking to recruit an enthusiastic member of the support staff team.

A main part of the role will be within student admissions, and will involve responding to general enquiries, showing prospective parents around the school; processing applications; and ensuring new families feel welcomed and settled.

Other tasks could include dealing with general school enquiries, supporting teaching staff and parents, and welcoming visitors to the school.

A strong candidate should have the following attributes:

- Excellent verbal and written communication skills
- A fluent command of the English language
- A good command of the Dutch language is preferred
- Service oriented outlook
- The ability to work well under pressure, remaining calm; friendly and approachable at all times
- Strong administrative and organisational skills
- An understanding of the IB and/or a background in international education is preferred
- Functional ICT skills (Excel, Microsoft)
- Willingness to work closely and collaboratively in a strong team
- Be culturally competent with an internationally minded attitude

Please send your cover letter (max 400 words), resume and 3 professional reference contacts' information, to Rynette de Villiers, Head of School; [r.devilliers@isutrecht.nl](mailto:r.devilliers@isutrecht.nl).

Please note that your application will only be considered if you have a permit or visa to work in the Netherlands.

*The International School Utrecht is committed to ensure a safe learning environment that supports child protection. The ISUtrecht requires a police clearance certificate for the last country of employment, as well as three confidential references.*