



The International School of Stuttgart e.V. is a non-profit Kindergarten through 12th grade, NEASC accredited, IB World School offering an international curriculum to a student body of about 850 from over 40 nations. Among its strengths are its student-centred and holistic approach to learning and its commitment to professional development and emphasis on student pastoral care.

ISS is looking to hire a part-time

RECEPTIONIST

Starting in August 2021, initially for two years

There will be alternating hours every 2nd week (morning/afternoon)

In addition to the general responsibilities of a Receptionist, tasks will also include

Student/Staff/Parent Support

- Administrative support
- Student attendance
- Contact person for Calendar of Events updates
- Photo Day organization
- General School Office duties

Successful candidates should

- Speak and write English and German fluently
- Have a friendly and service-oriented attitude
- Have excellent Microsoft 365 skills
- Possess keen attention to detail and the ability to maintain confidentiality at all times
- Be extremely reliable and flexible with working hours
- Have excellent communication skills
- Enjoy working in a multicultural work environment
- Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of children and young people
- Displays commitment to the protection and safeguarding of children and young people
- Values and respects the views and needs of children and young people

Applications, in English please, should be submitted to HR@issev.de. Applications will be handled with discretion.

INSPIRE. CHALLENGE. SUPPORT.

