



## Reception Substitute

We are looking for reception substitutes who enjoy working with our students, parents, staff and visitors.

### Responsibilities include but are not limited to:

- Serve visitors by greeting, welcoming, and directing them appropriately
- Notify ISH personnel of visitor arrival
- Help visitors to understand and adhere to the school health and safety protocols applicable to them.
- Monitor logbook and issuing visitor passes
- Maintenance of the invoice receipt book
- Take and relay messages, e.g. telephone, email, fax etc.
- Provide general administrative, clerical support, and assist in travel arrangements
- Receive and sort emails and deliveries and take care of outgoing mail

### Qualification/Skills:

Fluency in English and German (both written and spoken)

Experience and training in the use of technological platforms is advantageous

Microsoft Office skills is also advantageous

### Important to know:

- Starting date is flexible
- We cannot offer permanent employment and / or a fixed salary for substitutes. The assignment takes place in consultation with you at short notice by the hour or day.

If you are interested, please send a short application including a current CV to [HR@ishamburg.org](mailto:HR@ishamburg.org).

### Child Safeguarding at ISH:

The International School of Hamburg is fully committed to child safeguarding in accordance with the International Task Force on Child Protection. We undertake rigorous reference and background checks on all candidates for employment and we expect all employees to commit to protecting the safety and well-being of every student. We are a member of The Safeguarding Alliance, a premier centre of safeguarding excellence ensuring organisations maintain best practice to keep children and young people safe.