

## RECEPTIONIST – (CATEGORIA PROTETTA L.68/99)

### School Receptionist (Part-time):

We are looking for an enthusiastic, motivated individual with strong administrative and interpersonal skills to work as Receptionist each weekday afternoon.

### The Main Duties Include:

- Manage reception desk, being the first point of contact to the school
- Meet and greet visitors
- Monitor attendance
- Update pupil records
- Chase up absences
- Liaise with parents, guardians, staff and students
- Carry out a range of administrative tasks
- Manage Bus list
- Answer incoming calls and manage correspondence
- Handle school post/deliveries

### Requirements:

The ideal candidate would fulfil the following requirements:

- Relevant previous experience;
- Fluency in English and Italian;
- Excellent knowledge of Office/Excel/Outlook;
- Excellent organizational skills;

Flexibility, autonomy and a spirit of initiative are also required.

### Other information:

We offer:

- **Hours:** part time 13.00 – 18.00
- **Level / RAL:** to be defined during the interview
- **Location:** Milano – MM Lambrate/MM Udine

The deadline for submitting the application form (available on our website) is: Friday 28 May 2021

E mail: [employment@bsm.school](mailto:employment@bsm.school)



## **The School:**

Identified as one of the top 10 British Schools in the world, the British School of Milan - Sir James Henderson - is a co-educational day school, with an international constituency extending across the city of Milan and beyond. Established in 1969, the school offers an academically rigorous as well as a broad and balanced curriculum for students between the ages of 3 and 18.

Further information about the school is available on the website: [www.britishschoolmilan.com](http://www.britishschoolmilan.com)