

Concierge

Are you the Concierge we are looking for? Are you enthusiastic about joining an educational institution with big ambition for the future? Do you have a hands-on approach to a variety of tasks? Do you like maintaining cleanliness and tidiness of our school? Then we are looking for you!

The concierge is responsible for making sure that staff, students and visitors are well provided for and that the appearance of the school building and grounds allow users to maintain good impression of Amity International School Amsterdam. The concierge will also ensure that the essential services of the school operate efficiently and securely and that the grounds and buildings are kept in a well-maintained condition. You will report to the Operations Manager.

The following skills are important:

- Experience/understanding of maintenance and security issues
- Ability to handle basic maintenance tasks
- Ability to use own initiative and work independently as well as within a team: Time management and organisational skills
- Friendly and flexible attitude
- Flexibility to take on a variety of tasks as required
- Ability to communicate written and verbally in English, knowledge of Dutch is a pre
- Possession of BHV certificate or willingness to take the BHV course
- Basic Microsoft Office Skills (Microsoft Word, Excel, Outlook)

Also important is someone who can:

1. Maintain cleanliness and tidiness of the building but will include maintaining the staff room photocopy room and work closely with the cleaning team to ensure the school is kept clean and fit for purpose.
 - Office Stationery – Stock Management – Replenishment and Ordering etc
 - Grocery Ordering (when providing staff breakfast etc)
 - Stock Management – Replenishment - COVID 19 Related Hygiene Supplies 2 x weekly
 - Lighting replacement (bulbs etc)
 - BHV Stock Management – Hi-Vis and Emergency bag equipment etc
 - Watering Plants
2. Liase with security on all deliveries that arrive at the school and deliver packages to recipients:
 - Welcoming and assisting visitors
 - Working closely with Security Team to facilitate safe pick-up/drop-off procedures 2 x daily (08:00 – 08:45 and 14:30 – 15:30) – Traffic management – Parent engagement etc
 - Facilitate Security requests for radio equipment or staff communication etc
 - Prepare orders for classroom furniture and resources

- Liaising with vendors and delivery agents (logistics during school hours etc)
 - Unpack and check off items of larger pallet deliveries (TTS/Heutink etc)
3. Build and deliver of any furniture or equipment that is needed:
 - Install display boards/shelving units/whiteboards to walls etc
 - Ikea/TTS/VS furniture assembly
 4. Keep the playgrounds tidy on a daily basis, Clean on Friday afternoon:
 - 1 x weekly leaf blowing of the playground.
 - Lost and Found maintenance, sorting, returning etc.
 5. Provide and assist school staff such as carrying or moving equipment:
 - Preparation and relocation of classrooms (furniture) during summer breaks.
 6. Supervise contractors on site for safeguarding purposes.
 7. Assist in the preparation of school events, i.e. seating, staging tables etc.:
 - Arrange resources, smartboard, hospitality etc in liaison with the event organizer.
 8. Manage the storage and maintain cleanliness of all storage areas:
 - Disposal of all packaging/cardboard etc surplus to daily cleaning team
 - Emptying of Archive recycling bins
 - Emptying outdoor trash bins.
 9. Prepare and submit reports regarding any maintenance issues.
 10. Provide weekly re-ordering reports to the Operations Manager.
 11. Prepare proposals/quotes for solutions to Operations Manager to be reviewed by Principal and Amity Global.
 12. Ensure the safety of all students i.e. ensure all emergency exits are clear from bags and shoes:
 - Assist with child supervision during allocated break/lunch duties
 - Prepare communication and updates via email for staff in regards to facility changes
 - Attend training courses relevant to the position to ensure professional development.
 13. Present yourself as a role model to students in speech, dress, behaviour and attitude:

- Rapport building with Parents and Friends of Amity – Friendly and approachable attitude
14. Carry out any other operational duties as requested by the Operations Manager to enable the school to be fit for purpose and safe for use internally and externally:
- Assisting with implementation of logistical solutions i.e. making signage, installing fencing, lighting, floor plans/route maps, sanitation stations etc

Your own transport is desirable for this position. This is a physical job and applicants should ensure they have the level of fitness and health to complete the above-mentioned tasks.

Remuneration:

We are offering a competitive salary to successful candidates. If you are internationally minded, live and permitted to work in The Netherlands and you have the desire to help shape the exciting future of our school, we would be delighted to hear from you.

To Apply:

Please click on the APPLY NOW button on our website to complete our online application form and upload your CV and Supporting Statement.

About Amity

Amity Established more than 25 years ago, the not-for-profit Amity Education Group has an enrolment of 150,000 students, 4500 faculty, 17 top-ranked schools and pre-schools, 5 universities with campuses in Dubai, Abu Dhabi, India, London, Singapore, Mauritius, China and Romania, offering globally benchmarked education from nursery to Ph.D. level.

Amity International School Amsterdam is an educational institution in a scale-up phase. Whilst having big ambitions for the future, the school is operating on a small scale at the present time. Our mission is, 'Empowering each individual to thrive and make a positive difference'.

Please visit our website for more information: <https://www.amityschool.nl>

Safeguarding:

Amity International School Amsterdam is committed to safeguarding and promoting the welfare of our students and expect all employees to share this commitment. All applications should read the School's child protection policy and are required to declare any information as requested on the application form. Enhanced disclosure with the Verklaring Omtrent het Gedrag (VOG) in the Nether and a local police certificate will be requested for the successful candidate. All staff are expected to update their child protection training each year.