

Job Description

Job Title

Receptionist

Location

1936 Verbier

Employment Type

Full-time (42 hours)

Start date

Immediate



Job Purpose

Verbiér International School is a fast-growing and ambitious international school located in the Swiss Alps. As part of the Dukes Education family, VIS combines academic rigour with strong pastoral care and a distinctive mountain ethos.

We are seeking a professional, organised and welcoming Receptionist to join our team for an immediate start. This is a central role within the school. The successful candidate will be the first point of contact for parents, students and visitors, ensuring that the front-of-house experience reflects the high standards and professionalism of VIS.

Key Responsibilities

Front Desk and Communication

- Act as the first point of contact for visitors, parents, students and members of the public
- Manage visitor sign-in procedures in line with safeguarding requirements
- Handle enquiries in person, by email and by telephone, directing requests appropriately
- Receive, record and distribute deliveries and incoming mail
- Maintain a professional, welcoming and well-organised reception area

Student Attendance and Welfare

- Oversee daily student registration and arrival processes
- Monitor student attendance and follow up with parents and boarding staff where required
- Maintain accurate attendance records and escalate concerns appropriately, in line with school policies

Administrative Support

- Provide general administrative and office support across the school
- Assist with document preparation, filing and data entry
- Support internal communication and coordination between departments
- Take notes and prepare minutes for staff meetings when required

Safeguarding and Compliance

- Support the school's safeguarding culture by adhering to staff codes of conduct and safeguarding policies
- Monitor visitor access to the school site and report any safeguarding or security concerns appropriately
- Handle sensitive and confidential information in line with data protection and safeguarding requirements

Emergency and Health & Safety Support

- Act as a first point of contact during emergencies, following school procedures and escalation protocols
- Support daily health and safety processes at reception
- Assist with maintaining incident, accident or first-aid logs where required, liaising with pastoral or medical staff

Additional Duties

- Undertake any other reasonable duties as requested by the Office Manager or Senior Leadership Team

Required Experience

Previous experience in a school environment or a customer-facing administrative role

Skills and Competencies

This is a varied and busy role requiring organisation, discretion and attention to detail. The successful candidate will:

- Have excellent interpersonal and communication skills
- Be highly organised with strong time-management abilities
- Present in a professional and welcoming manner
- Be able to manage multiple tasks and prioritise effectively
- Be confident using email, telephone systems and general office software
- Be fluent in English and French, spoken and written (essential)

Personal Attributes

The successful candidate will be:

- Friendly, approachable and calm under pressure
- Discreet and able to handle confidential information
- Proactive, with strong attention to detail
- Culturally aware and comfortable working in an international environment

Please email info@vischool.ch to apply. Applications close when the position is filled.