

Please review this site periodically for up to date information:

Non teaching Vacancies

Receptionist

To receive telephone and email enquiries and direct these accordingly
To take responsibility for daily attendance records of our students
To perform other secretarial duties as required

Written and spoken English desirable

HR assistant

To support the work of our HR and PRO departments

Driving license essential

Written and spoken English desirable

Photocopy assistant

To work with both teaching and administration teams in producing materials and documents.

Written and spoken English desirable

Applications should be made to Resh Ariel, principal@sis.edu.om

We will respond swiftly to applications that include

- An application letter focusing on the circumstance and purpose underlying your application
- Up to date CV that includes a recent passport picture
- Contact details of referees

(Please do not send scans of certificates or testimonials; these will be followed up later).