



Job Advert Personal Assistant to the Head of School

June, 7th 2022





Brighton College Abu Dhabi wishes to recruit a Personal Assistant to the Head of School.

Brighton College Abu Dhabi, a sister school of Brighton College UK, is a leading Independent-style British International School located in the United Arab Emirates. Founded in 2011 at a prime location on Abu Dhabi Island on a purpose-built, state-of-the-art campus, the College is heavily over-subscribed and was rated outstanding in all six categories at the most recent ADEK inspection (2018). The full report is available on the website.



The school is a member of COBIS and BSME and the Head Mistress is an international member of HMC. The Head of Prep School is a member of IAPS.

Brighton College Abu Dhabi benefits from a strong partnership with Brighton College, the UK's top co-educational independent school, and with Brighton College Al Ain, Brighton College Dubai, Brighton College Bangkok and College Singapore. The Brighton family of schools currently educates more than 5,000 pupils.

A key component of Brighton's internationalism is the importance it places upon ensuring that its sister schools are authentically interpreting its values and ethos. Each school combines academic excellence with a wealth of co-curricular opportunities, all underpinned by a deep commitment to the individual needs and enthusiasms of every child. All pupils in the Brighton family of schools are valued for their own sake and encouraged to develop their talents to the full, in a community where there are no stereotypes and every achievement, however small, is noticed.

Brighton's success is built upon recruiting genuinely inspirational teachers who can enthuse about their subject and will maintain an exciting and vibrant intellectual environment in which children are able to explore their interests, develop their existing talents and acquire new ones.

This is a unique opportunity to join an exceptional and hardworking team with the united goal of ensuring that every child reaches their potential both academically and socially, by pushing boundaries and broadening horizons. Our positioning as one of the leading academic schools in the Middle East, is testament to the dedication and hard work of our Common Room.

We are currently seeking to appoint an experienced administrator, who is able to join us in July. This is a unique opportunity to join an exceptional and hardworking team with the united goal of ensuring that every child reaches their potential both academically and socially, by pushing boundaries and broadening horizons. Our positioning as one of the leading academic schools in the Middle East, are testament to the dedication and hard work of our common room.



PERSON SPECIFICATION

- Enthusiastic and passionate about administration within education with a sound understanding of best practice
- Flexible and adaptable to the varied demands of working in a premier school
- Proactive in all aspects of College life through participation and support
- Able to work successfully under pressure
- Reliable and respectful at all times
- Able to present a professional image in line with the high expectations of Brighton College
- A confident and competent user of IT for administrative purposes
- Excellent English verbal and written communication skills with a sharp eye for detail and proofing capacity for the Head of School and School publications.
- Proven experience of working in a PA/Office Management post.
- High level of organization & time management skills
- Good interpersonal skills: the ability to communicate effectively with a variety of stakeholders and to assess and diffuse confrontational situations.
- A sense of humour and the capacity to remain calm and to cope with the unexpected.

JOB DESCRIPTION

Brighton College Abu Dhabi is fast paced and vibrant. Its success depends on many factors, not least excellent communication with parents, staff and the wider community. The PA to the Head of School is an important position within the support staff of Brighton College and brings with it a requirement for efficiency, an ability to work under pressure, to prioritize your workload and to use your initiative. The role centres on providing support for the Head of School of Brighton College Abu Dhabi. The successful applicant will have extensive administrative and secretarial experience. Maintaining confidentiality at all times is key. Excellent presentation and manner are anticipated, as the Personal Assistant is the initial point of contact and representative for the School.

MAIN DUTIES

- To act as first line contact for the Head of School, using discretion and tact to ensure telephone callers and visitors receive a professional response, and are dealt with by the appropriate person
- Proactively manage the smooth running of the Head of School's electronic diary and keep this up to date at all times.
- Managing the Head of School's commitments as directed.
- Deal effectively and efficiently in all aspects of the Head of School's incoming and outgoing correspondence.
- Managing the staff contacts lists
- Liaising with the Facilities and other Department as per specific School functions



- General secretarial duties: dictation, typing, dealing with correspondence, copying, distributing documents
- Organise catering for Head of School's regular meetings and liaise with the Catering Manager for special events as required
- Organising travel arrangements and hotel bookings as required
- Greeting and escorting visitors around the School
- Preparation and co-ordination of arrangements for candidates interviewing for positions at BCAD within the School and Arabic.
- Processing and collation of records for submission to HR of timesheets and of candidates' documents
- Organising meetings with parents and staff, including arranging staff appraisals
- Attending relevant meetings preparing agenda and taking minutes
- Assisting with projects of other departments
- Taking part in Open Evenings and other College Events and promoting the College
- General secretarial duties: word processing, dealing with correspondence, copying, distributing documents
- Electronic and physical file maintenance, including confidential data management
- Any other reasonable management request

GENERAL

1. To generate an environment of efficiency and provide a warm welcome at all times.
2. To contribute to the school's development plan and assist the Head of School as and where appropriate
3. To support the work of the Senior Leadership Team in the exercise of their operational responsibility
4. To update the staff and parent handbooks annually in conjunction with the Head of School.
5. To support in updating policies relevant to the School
6. To ensure that safeguarding procedures are adhered to at all times
7. Design and maintain administrative systems that deliver outcomes based on the school's aims and goals
8. Establish and use effective methods to review and improve administrative systems.
9. Working with the Senior Leadership Team to promote effective communications across the Schools, Academic Operations and Support Services departments
10. To show absolute confidentiality and discretion at all times



Key skills & Experience:

- Excellent communicator and team player.
- Excellent English verbal and written communication skills with a sharp eye for detail and proofing capacity for the Head of School and school publications.
- Proven experience of working in a PA/Office Management post.
- Experience of working with databases.
- High level of proven experience in the planning, organising and prioritising of tasks.
- Good interpersonal skills, the ability to communicate effectively with a variety of people and to assess and diffuse confrontational situations.
- A sense of humour and the capacity to remain calm and to cope with the unexpected.
- Ability to engage with colleagues in an open yet fair, firm and consistent manner.
- Self-disciplined and with excellent time management skills to work to deadlines.

PROFESSIONAL RESPONSIBILITIES

- To ensure that all communication is acted upon appropriately and in a timely manner
- To be responsible for all College resources particularly those in your care, reporting damage or loss to your line manager or the facilities manager, as appropriate
- To foster a close partnership with parents, initiating contact in appropriate circumstances and ensuring that there is a record of this
- To be in School prior to 7.00 am and until at least 4:00pm during term time. From time to time, there may be a requirement to work on a flexible basis and the requirement to work some Saturdays
- To carry out any reasonable professional request made by the Head Mistress, Head of School or member of the SLT

APPLICATIONS

Letters of application, a full CV including the names, email addresses and telephone numbers of two referees, should be sent to Joanne Cullen, PA to the Head Mistress, jcullen@brightoncollege.ae

Any queries concerning this post should be directed to Joanne Cullen on the above email.

SAFEGUARDING

Brighton College is committed to safeguarding and promoting the welfare of our pupils and expect all employees to share this commitment. All applications should read the College's child protection policy, which is available on our website, and are required to declare any information as requested on the application form. Enhanced disclosure with the Disclosure and Barring Service (DBS) in the UK and a local police certificate will be requested for the successful candidate.

NOTE: We reserve the right to interview and offer to a strong candidate prior to the closing date. It is strongly recommended that candidates submit their applications as soon as possible.