



Administration/ADEK Liaison Officer

Date: May 2021





Brighton College Abu Dhabi wishes to recruit an Administration/ADEK Liaison Officer

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 Master is an international member of HMC.

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 Brighton 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.

We are currently seeking to appoint an experienced, well-qualified Administration/ADEK Liaison Officer to join us. This is a unique opportunity to join an exceptional and hardworking team with the united goal of ensuring top customer service for both prospective and current families.

THE POST

The Administration/ADEK Liaison Officer will be based in a busy and fast-paced office in a College-wide role. The post holder will be supporting Brighton College's current families and academic staff with general administrative duties and will work closely with the Admissions Manager.



PERSON SPECIFICATION

- Minimum Degree Honours qualification
- Fluent in both English and Arabic (written and spoken)
- Experience of the Schools Information system (**iSAMS**) and **eSIS** is advantageous
- Experience of working with the Department of Education and Knowledge (ADEK) preferred
- Experience of working within a School Administrative department will be preferred
- Relevant professional qualifications will be preferred.

RESPONSIBILITIES OF POSITION

- Monitor the College's ADEK email account and respond/redirect emails to appropriate staff in a timely manner.
- Provide assistance to current parent queries and questions, in person, via telephone or email.
- Manage all aspects of eSIS, including data quality, registering new students, withdrawing students, generating student reports (e.g. withdrawal certificates, report cards etc), year-end transition activities, monthly enrolment reports, termly/annual mark entry and exam results data upload.
- Manage all aspects of active student records in iSAMS, including data quality, classroom and teacher assignment, re-registration, withdrawing leavers, providing regular updates to the Senior Management and the Admissions Manager, year-end roll-over activities.
- Create parent and pupil ID badges.
- Manage the College parent portal.
- And such other duties as may be required from time by the Headmaster or Bloom Education.

SKILLS, KNOWLEDGE AND ABILITIES

- Excellent command of written and spoken English and Arabic
- Excellent interpersonal and communication skills.
- Ability to communicate with Senior Management.
- Experienced working within a fast-paced environment.
- Total integrity to deal with confidential information.
- Team-player, who is flexible to take on any task assigned.
- Ability to manage time effectively.
- Confident using Microsoft Office, working with data and producing analytical reports.
- High level of accuracy and attention to detail.



APPLICATIONS

All applications must consist of the following completed documents:

1. Cover letter address to Ms Shelly Thaxter (sthaxter@brightoncollege.ae) outlining your suitability for the role.
2. CV (maximum of 3 pages)
3. Your application should also include a scanned copy of your qualifications.

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.

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 or an ACRO Check and a local police certificate will be requested for the successful candidate.